



Texas A&M University Division of Finance
IMG - 350 FMO Imaging Access Request
Send completed forms to Mail Stop #6000, Attn: FMO-FTS

User Information (Information must include your official first name, middle initial and last name.)
Form with fields for First Name, MI, Last Name, Title, Dept Code, Mail Stop, Phone Number, Email, UIN, and checkboxes for service needs.

Select Access needed:

Ascent Capture/Kofax Options: Select the scanning groups that the individual will need to access.

Table with columns: Ascent Capture Groups, Access. Lists various FMO groups like FMO-A/P, FMO - Banking, etc.

Enterprise Reports Options: Select the scanning groups that the individual will need to access.

Table with columns: Enterprise Reports Groups, Access. Lists various FMS groups like FMS - ACCS, FMS - AAR, etc.

Workplace User Options: Select the scanning groups that the individual will need to access.

- Viewer Users can view and print documents
Owner Same access as Author but, can also change properties of documents that they own, can modify document properties, archive/reclaim documents and index/de-index documents
* Indicates Confidential Receipts and required additional Approval

Table with columns: Group Memberships, Viewer, Owner. Lists various system memberships like FMS - AAR, FMS - ACCS, etc.

Security Statement:

I understand that I will be violating System Rules and Regulations and State and Federal law if I gain or help others gain unauthorized access to information stored in the Texas A&M University Division of Finance Imaging system. I acknowledge that neither I, nor anyone else, possess the authority to allow anyone to use my I.D. or password.

Signature lines for User UIN (Debbie Phair), User Signature (Debbie Phair Signature), and Date.