



Texas A&M University Division of Finance
IMG - 500 Contract Administration 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 Add user, Delete User, Change User Access.

Select Access needed:

Ascent Capture Access to scan documents, use Quality control, Validation and Verification Procedures. Automatically authorizes Enterprise Report Program which is a necessary component to access the scanning stations.

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

Group Memberships

Table with columns: Group Memberships, Viewer, Owner. Rows include Contract Administration, Payroll, General user, and several empty rows.

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. Furthermore, I understand that information I have access to view may be confidential in nature (i.e., social security numbers and payroll information); neither I, nor anyone else, possess the authority to allow me to use this information for non-System purposes. I also understand that if I violate System Regulations and State and Federal laws by gaining or helping others gain unauthorized access to information stored in the Imaging system, I will be subject to disciplinary action and criminal prosecution to the full extent of the law (Chapter 33, Title 7 of the Texas Penal Code). By logging on to this computer system, I acknowledge my responsibility for strictly adhering to System Regulations and State and Federal laws. I am also aware that penalties exist for unauthorized access, unauthorized use or unauthorized distribution of information from the Imaging system. I further agree not to attempt to circumvent the computer security system by using or attempting to use any transactions, software, files or resources I am not authorized to use.

User UIN
Dean Endler

User Signature
Dean Endler Signature

Date

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