



Texas A&M University Division of Finance  
 IMG - 700 Student Financial Services  
 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.)**

First Name \_\_\_\_\_ MI \_\_\_\_ Last Name \_\_\_\_\_  
 Title \_\_\_\_\_ Dept Code \_\_\_\_\_ Mail Stop \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Email \_\_\_\_\_ UIN \_\_\_\_\_  
 Check the Requested Service Needed:      Add user      Delete User      Change User Access

**Select Access needed:**

- Viewer** Users can view and print documents.
- Owner** Same access as can check out, create revisions, cancel checkout, check in documents and annotate images, change properties of documents they own, can modify document properties, archive/reclaim documents and index/de-index documents.
- Workplace User Options:**  
 Select the scanning groups that the individual will need to access.

Group Memberships	Viewer	Owner
AggieCard/AggieBucks		N/A
Cashiering\Customer Services		N/A
Confidential Student Info		
Student Accounts& Billing		N/A
Student Financial Services		N/A
Student Loan Admin -Debt Mgmt		N/A
SFS-Accounts Billing		
SFS-AggieCard		
SFS-Cashiers		
SFS-Compass Files		
SFS-Director's Office		
SFS-Everyone		N/A
SFS-Loan-Debt Mgmt		

<b>Ascent Capture</b>	Access to Scan Documents; use Quality Control, Validation and Verification procedures. Automatically authorizes the use of any necessary accesses necessary. Requires Software installation.
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**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	User Signature	Date
Bob Piwonka	Bob Piwonka Signature	Date