



Texas A&M University Division of Finance  
 IMG - 250 Financial Management Services  
 Payroll Imaging Access Request  
 Send completed forms to Mail Stop #6000, Attn: FMO-FTS

User Information (Information <b>must</b> include your <b>official</b> first name, middle initial and last name.)							
First Name		MI		Last Name		Dept. Code	Mail Stop
Title					Dept. Code	Mail Stop	
Phone Number	Email			UIN			
Check the Requested Service Needed:	Add user	Delete User	Change User Access				

Select Access Needed	Yes/No	Descriptions
Ascent Capture		Access to scan documents, use quality control, validate and verification.
Enterprise Reports		Access to scanning stations and for viewing reports. If you have selected Enterprise Reports, please select specific report options below.
Workplace (AKA content Services)		Imaging System with Access to the Payroll Content Services Library. If you have selected Workplace, please select additional membership and User Options Below.

**Select Access needed:**

	Access	Reports
<b>Enterprise Report Options:</b> Select the Reports that the user will need to access.		PAYR
		PAYGRP
		PAYGRP1
		PAYGRP2
		PAYGRP3
		PAYGRP4
		PAYGRP5
		PAYGRP6
		PAYGRP7
		PAYGRP8
		PAYGRP9
		PAYGRP10
		PAYGRP11
		PAYGRP12
	PAYGRP13	
	PAYGRP14	

Workplace User Options:	Group Memberships	Viewer	Owner
Select the Reports that the user will need to access	General Users		
	Payroll Services		
	Tax Section		
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	

**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
Joe Corn	Joe Corn Signature	Date