





## Texas A&M University Division of Finance IMG - 400 PURS Strategic Sourcing 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	l L	ast Name								
Title							Dept Cod	de			Mail S	Stop		
Phone												•		
Number		Email								UIN				
Check the Requested						Cha	nge User							
Service Needed	• •	Add user		Delete User			Access							
Select Access	needed:													
	Access to scan documents, use Quality control, Validation and Verification Procedures. Auton										Automatic	ally auth	orizes	
Ascent Capture	•	Enterprise Report Program which is a necessary component to access the scanning stations.												
			Group Memberships								Viewer	Owner		
Workplace	Viewe	Viewer: Users can view and print documents  Central Receiving												
User		Contracts												
Options:	Owne	er: Same acce	ess as /	s as Author but, can also change				Correspondence						
Select the				that they own, can modify document			HUB Reports							
scanning groups	, , ,	,	claim c	claim documents and index/de-index				Personnel Records						
that the	docum	ients						PO/RFP/RFI/RFQ						
individual will				Purchasing Ca										
need to access.				Stores Reports										
Stores Sales Documents														
	Subjects File													
	Training Roster  Voucher Invoices													
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 Paul Barzak, CPM			User Signature Paul Barzak Signature								Date		