



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.)
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

Viewer: Users can view and print documents

Options:

Select the scanning groups that the individual will need to access.

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

Table with columns: Group Memberships, Viewer, Owner. Rows include Central Receiving, Contracts, Correspondence, HUB Reports, Personnel Records, PO/RFP/RFI/RFQ, Purchasing Card, Stores Reports, Stores Sales Documents, Subjects File, Training Roster, Voucher Invoices.

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.

User UIN
Paul Barzak, CPM

User Signature
Paul Barzak Signature

Date
Date