



Texas A&M University Division of Finance  
 IMG - 600  
 Imaging Access Request  
 Send completed forms to Mail Stop #6000, Attn: FMO-FTS

User Information (Information must 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
<b>Ascent Capture</b>		Access to scan documents, use quality control, validate and verification.
<b>Enterprise Reports</b>		Access to scanning stations and for viewing reports. If you have selected Enterprise Reports, please select specific report options below.
<b>Workplace (AKA content Services)</b>		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>Ascent Capture</b> Select the Reports that the user will need to access.	<input type="checkbox"/>	OVP-Budget Services
	<input type="checkbox"/>	OVP-Policy Administration
	<input type="checkbox"/>	OVP-VP Documents
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Workplace User Options:	Group Memberships	Viewer	Owner
Select the Reports that the user will need to access	Budget Services		
	Policy Administration		
	VP Documents		
	Budget Sequence: Enter Number		
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
John Crawford	John Crawford Signature	Date