



Texas A&M University Division of Finance
 IMG - 950 TTI, TEEB & TEEB Payroll 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:

Workplace User Options:
 Select the scanning groups that the individual will need to access.

Viewer
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

Group Memberships	Viewer	Owner	
Engineering Payroll Reports		NA	
Engineering Payroll			
Engineering Payroll-COD			
Engineering Payroll-HRM			
Engineering Payroll-HRP			
Group	External	Internal	Restricted
BPP-C TTI			
BPP-D TEEB			
BPP-E TEEB			

Ascent Capture	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

 Director UIN

 Director Signature

 Date