

Colleague User Authorization		Complete the top part of this form and forward to the applicable module administrators (shown in parenthesis). Original signatures required.			Date
Last Name:		First:	Middle:		ID #:
Department:		Title:			Ext:
<input type="checkbox"/> New Account		<input type="checkbox"/> Modification to existing account: _____		Email:	
Access requested (check all that apply):				Informer (Martin Page): <input type="checkbox"/>	
Student Records (Ginna Langston)	Inquiry	Registration	Holds	Dean's Office	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General Ledger / AP (Susan Bray)	Departmental	Research Office	Account Range -- Attach Separate Sheet if Needed		
	<input type="checkbox"/>	<input type="checkbox"/>			
Purchasing (Sonia Barrera)	Entry	Approval	Approval Amount		
	<input type="checkbox"/>	<input type="checkbox"/>			
Other Modules		Inquiry	Data Entry	Justification for Access	
Admission (A. Townsend, J. Bury, K. Kidder, S. Boman)		<input type="checkbox"/>	<input type="checkbox"/>		
Accounts Receivable (Pete Sandman)		<input type="checkbox"/>	<input type="checkbox"/>		
Curriculum Mgt / Faculty Information (Cindy Watts)		<input type="checkbox"/>	<input type="checkbox"/>		
Degree Audit (Sharon Oster)		<input type="checkbox"/>	<input type="checkbox"/>		
Financial Aid (Billy Huggins)		<input type="checkbox"/>	<input type="checkbox"/>		
Residence Life (Kay Winn)		<input type="checkbox"/>	<input type="checkbox"/>		
Other (please specify):		<input type="checkbox"/>	<input type="checkbox"/>		
Communication Mgt (Pam Smith)	Processing	Setup	Other		
	<input type="checkbox"/>	<input type="checkbox"/>			
Core Demographics (Sarah Sparks)	Inquiry	Data Entry	Social Sec	Birth Date	Ethnic
Justify Core and/or Privacy Request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Privacy Fields Require Approval of the CIO (Dale Schoenefeld)					
Approval Supervisor:			Approval CIO If Needed		
For Module Administrator Use Only-Do Not Write Below this Line					
Modules	Security Classes--Place Check Mark Next to Approved Classes and Sign Below				Approvals
Admission	<input type="checkbox"/> AD. ADVISOR	<input type="checkbox"/> AD. ENTRY	<input type="checkbox"/> AD. INQUIRY	<input type="checkbox"/> AD. INTL	
	<input type="checkbox"/> AD. MOVETOSTUDENT	<input type="checkbox"/> AD. POWER	<input type="checkbox"/>		
Advancement					
Accounts Receivable	<input type="checkbox"/> AR. INQUIRY	<input type="checkbox"/> AR. USER	<input type="checkbox"/>		
Campus Organizations	<input type="checkbox"/> CO. DATA. ENTRY		<input type="checkbox"/> CO. INQUIRY	<input type="checkbox"/>	
Communication Mgt	<input type="checkbox"/> CC. INQUIRY	<input type="checkbox"/> CC. POWER	<input type="checkbox"/> CC. PROCESS	<input type="checkbox"/>	
Core Demographics	<input type="checkbox"/> DM. DATA. ENTRY	<input type="checkbox"/> DM. INQUIRY	<input type="checkbox"/> OR. DATA. ENTRY	<input type="checkbox"/> OR. INQUIRY	
	<input type="checkbox"/> SSN	<input type="checkbox"/> DOB	<input type="checkbox"/> ETHNIC	<input type="checkbox"/>	
Curriculum Mgt / Faculty Info	<input type="checkbox"/> CU. ENTRY	<input type="checkbox"/> CU. GENERAL	<input type="checkbox"/> FI. GENERAL	<input type="checkbox"/>	
Degree Audit	<input type="checkbox"/> DA. EVAL	<input type="checkbox"/> DA. INQUIRY	<input type="checkbox"/>		
Financial Aid	<input type="checkbox"/> FA. ADM SSIONS	<input type="checkbox"/> FA. COUNSELORS	<input type="checkbox"/> FA. GRADADM SSIONS	<input type="checkbox"/>	
General Ledger / AP	<input type="checkbox"/> AP. DEPT	<input type="checkbox"/> GL. ACCTCREATE	<input type="checkbox"/> GL. RESEARCH	<input type="checkbox"/> GL. USERDEPTS	
	FUNCTIONS:		ACCOUNTS:		
Graduate	<input type="checkbox"/> GRAD. FAWARDS	<input type="checkbox"/>			
Purchasing	<input type="checkbox"/> PU. DEGENERAL	<input type="checkbox"/> PU. ADMINSTRATORS	<input type="checkbox"/>		
Registration / Records	<input type="checkbox"/> REG. ADVISOR	<input type="checkbox"/> REG. ATH	<input type="checkbox"/> REG. BAREBONZ	<input type="checkbox"/> REG. DEANS	<input type="checkbox"/> REG. FA
	<input type="checkbox"/> REG. GENERAL	<input type="checkbox"/> REG. HOLDS	<input type="checkbox"/> REG. INTL	<input type="checkbox"/>	
Residence Life	<input type="checkbox"/> RL. DESTAFF	<input type="checkbox"/> RL. INQ	<input type="checkbox"/>		
Other Classes					
FOR IT USE ONLY BELOW THIS LINE					
User Name	Password	Staff Code	Office	Devices	
IT Signature			Date		