



## User Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
LEA

\_\_\_\_\_  
Lamar ID#

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Department/College

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

## Type of Access

- Department Academic Scheduler     College Academic Scheduler     University Event Scheduler
- Department Event Scheduler     College Event Scheduler     University Event Administrator
- Department Event Approver     College Event Approver

## Requester and Approver Information

\_\_\_\_\_  
Requester Name - PRINT CLEARLY

\_\_\_\_\_  
Requester Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department/College Approval Name - PRINT CLEARLY

\_\_\_\_\_  
Department/College Approval Signature

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

\_\_\_\_\_  
Assistant Registrar Approval

\_\_\_\_\_  
Date

Role: \_\_\_\_\_

Customer: \_\_\_\_\_

Approval Group: \_\_\_\_\_