

## Request for Access

Banner, Degree Audit, Argos, Xtender, Appworx,  
and Cardinal Purch

Fax Completed Forms to: 409.880.8464 (HR access), or 409.880.8288 (Finance access)

Email scanned Student Forms to: [requestforaccess@lamar.edu](mailto:requestforaccess@lamar.edu)

Contact Dr. Barbie Price at 409.880.8969 for additional questions

### Section 1 - User Information

Access Type:  New User  Transfer Access  Revise Access  Suspend Access  Terminate Access

\_\_\_\_\_  
Last Name First Name M.I. Lamar ID LEA Username

\_\_\_\_\_  
Job Title Department E-mail Address Phone #

Employee Type:  Faculty  Staff  Student  Non-LU Employee  Temporary \_\_\_\_\_  
End Date

### Section 2 - Authorization

Describe the business need or job duties the requested access will support:

\_\_\_\_\_  
Supervising Dean/Director/VP (Print Name) Date Phone #

\_\_\_\_\_  
Supervising Dean/Director/VP Signature

### Section 3 - Student Information Systems

#### Banner

- Internet Native Banner (INB)
  - Registration
  - Data Entry
  - Admissions
  - Admissions Student
  - Schedule Building
  - Department Chair/Dean
  - Advisor
  - Faculty
- Self-Service Banner
  - Self-Service Advisor (SIAINST)\*

\*Student Banner Security does not assign SSB Faculty.

#### Degree Audit

- Assistant
- Advisor
- Department Chair/Dean

#### Internal Use Only

- ADVX
- ADV

#### AppWorx

- Test
- Production

#### Argos

- Report Viewer (User can run predefined reports.)

#### Xtender

- Advisor
- Admissions
- Records
- Scanning Privileges

#### GradesFirst

- Advisor

#### Internal Use Only

User Class Comments

\_\_\_\_\_  
Data Owner/Registrar/Assistant Registrar Signature Date Phone #

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## Section 4 - Human Resource Information Systems

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### Banner

- Internet Native Banner (INB)
  - Human Resources
  - Payroll Duties/Payroll Supervisor

### AppWorx

- Test
- Production

### Argos

- Report Viewer *(User can run predefined reports.)*

### Xtender

- General
- Scanning Privileges

### Internal Use Only

User Class Comments

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Data Owner Signature

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Date

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Phone #

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## Section 5 - Finance Information Systems

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### Banner

- Internet Native Banner (INB)
  - Invoice
  - Journal Voucher
  - Purchase Order

### AppWorx

- Test
- Production

### Argos

- Report Viewer *(User can run predefined reports.)*

### Cardinal Purch

- Requestor

### Xtender

- General
- Scanning Privileges

### Internal Use Only

User Class Comments

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Data Owner Signature

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Date

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Phone #

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## Section 6 - Financial Aid Information Systems

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### Banner

- Internet Native Banner (INB)

### AppWorx

- Test
- Production

### Argos

- Report Viewer *(User can run predefined reports.)*

### Xtender

- General
- Scanning Privileges

### Internal Use Only

User Class Comments

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Data Owner Signature

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Date

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Phone #