

Request for Access

Banner, Argos, Xtender, and Cardinal Purch

HR Access: Email scanned form to: dmfranklin@lamar.edu
 Student Access: Email scanned form to: requestforaccess@lamar.edu
 Finance Access: Email scanned form to: financialservices@lamar.edu
 Financial Aid Access: Email scanned form to: demayer@lamar.edu

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 **Xtender** **Argos** Report Viewer (User can run predefined reports.)

Registration
 Data Entry
 Schedule Building
 Department Chair/Dean
 Advisor (N and SS)

Internal Use Only
User Class Comments

 Registrar/Assistant Registrar Signature Date Phone #

Section 4 - Human Resource Information Systems

Banner

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

Xtender

- General
- Scanning Privileges

Argos

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

Internal Use Only
User Class Comments

Data Owner Signature

Date

Phone #

Section 5 - Finance Information Systems

Banner

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

Cardinal Purch

- Requestor
- Contract Stakeholder
- Shopper
- Approver

Argos

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

Xtender

- General
- Scanning Privileges

Internal Use Only
User Class Comments

Data Owner Signature

Date

Phone #

Section 6 - Financial Aid Information Systems

Banner

- Internet Native Banner (INB)

Xtender

- General
- Scanning Privileges

Argos

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

Internal Use Only
User Class Comments

Data Owner Signature

Date

Phone #