

Request for Access

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

Fax Completed Forms to: 409.880.8464 (HR access)

Email scanned Student Forms to: requestforaccess@lamar.edu

Email scanned Finance Forms to: cbrown@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 #

Section 4 - Human Resource Information Systems

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

Data Owner Signature

Date

Phone #

Section 5 - Finance Information Systems

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

Data Owner Signature

Date

Phone #

Section 6 - Financial Aid Information Systems

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

Data Owner Signature

Date

Phone #