

HR Access: Fax forms to: 409.880.8464
 Student Access: Email scanned forms to: requestforaccess@lamar.edu
 Finance Access: Email scanned forms to: cbrown@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

<p>Banner</p> <p><input type="checkbox"/> Registration</p> <p><input type="checkbox"/> Data Entry</p> <p><input type="checkbox"/> Schedule Building</p> <p><input type="checkbox"/> Department Chair/Dean</p> <p><input type="checkbox"/> Advisor (N and SS)</p> <p><input type="checkbox"/> Faculty</p>	<p>Xtender</p> <p><input type="checkbox"/> Advisor</p> <p><input type="checkbox"/> Admissions</p> <p><input type="checkbox"/> Records</p> <p><input type="checkbox"/> Scanning Privileges</p>	<p>Argos</p> <p><input type="checkbox"/> Report Viewer (User can run predefined reports.)</p>
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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

Xtender

- General
- Scanning Privileges

Argos

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

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 #