



REQUEST TO MODIFY ACCESS

1. User Information:

Name: _____ Ext: _____ E-Mail: _____

Department: _____ Position: _____

Department Head: _____

Department Dean: _____

Is FIS User ID temporary? YES NO Expiration Date: _____

2. Business Unit Access Required:

Requesting an account number will allow access to the entire account. Restrictions cannot be given to object or sub-accounts.

ADD THE FOLLOWING BUSINESS UNITS:

_____	_____
_____	_____
_____	_____
_____	_____

3. Authorization: ***Must be signed***

You must have Signing Authority on the Business Unit(s) in order to add/modify existing access to it.

Authorization Signature: _____ Date: _____

Print Name: _____ Department: _____

Submit Form: " " -mail: " "

If there are any questions while filling out the form, please contact the System Assistant (ext. 2143)

SECURITY ADMINISTRATOR (FINANCE DEPARTMENT) USE ONLY

Authorization Signature: _____ Date: _____

Comments: _____