

**TEXAS A&M UNIVERSITY-SAN ANTONIO
FAMIS SECURITY
ACCESS REQUEST FORM**

FAMIS USERID: _____

Full Name: _____
Last
First
Initial

UIN: _____ Date of Birth _____
(Universal Id Number) (for non-TAMUSA employee only)

Please CIRCLE the appropriate categories:

New Operator	Full-Time Employee	De-activate (Expire) Operator
Change Access	Part-Time Employee	Student Worker

SCREEN MODEL

FAMIS System:	Financial Accounting	_____	_____
	Fixed Assets	_____	_____
	Sponsored Research	_____	_____
	Purchasing	_____	_____

Campus Address: _____

Phone: _____ - _____ - _____

Choose Value Based Security level that applies:

Example: Dept. CHEM

Exec.: _____

College: _____

Dept.: _____

SIGNATURES

Person Requesting Access	Date

Department Contact Person	Department	Date

Department/College/Vice President	Title	Date

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FOR FINANCE & ADMINISTRATION OFFICE USE ONLY

Date Entered: _____ Ex. Date: _____

Initial Training Date: _____ Initials: _____