

# Buy A&M – Laserfiche Access Request

**USER INFORMATION**



ADD



CHANGE



REMOVE

Employee Name: \_\_\_\_\_

Employee UIN: \_\_\_\_\_

System Member: \_\_\_\_\_

TAMU NetID: \_\_\_\_\_@tamu.edu

*(If you do not have a TAMU Net ID, please use the following link on the Buy A&M Website:  
[Activating and Creating a Net ID](#)*

*This must be done before Laserfiche access can be created)*

Current Laserfiche Access:      **Yes**      **No**

**APPROVALS**

\_\_\_\_\_  
User Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Buy A&M Org Admin or  
FAMIS Security Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Upon approval, forms should be emailed to the FAMIS Services at [FAMIS-Security@tamus.edu](mailto:FAMIS-Security@tamus.edu).