

FAMIS Reports Laserfiche Access Request

USER INFORMATION

NEW
 CHANGE
 REMOVE

Employee Name: _____	Employee Phone: _____
Employee E-Mail: _____	Employee UIN: _____
TAMU NetID: _____	FAMIS UserID: _____

TAMU NetID is required for Laserfiche access; if this is blank the form will be returned.

MEMBER ACCESS

Select all members being requested

<input type="radio"/> 01 – TAMUS	<input type="radio"/> 02 – TAMU	<input type="radio"/> 04 – TSU	<input type="radio"/> 05 – PVAMU
<input type="radio"/> 06 – AL-RSCH	<input type="radio"/> 07 – AL-EXT	<input type="radio"/> 09 – TEEEX	<input type="radio"/> 10 – TAMUG
<input type="radio"/> 11 – TAMFS	<input type="radio"/> 12 – TTI	<input type="radio"/> 15 – TAMUCC	<input type="radio"/> 16 – TAMIU
<input type="radio"/> 17 – TAMUK	<input type="radio"/> 18 – WTAMU	<input type="radio"/> 20 – TVMDL	<input type="radio"/> 21 – TAMUC
<input type="radio"/> 22 – TAMUT	<input type="radio"/> 23 – HSC	<input type="radio"/> 24 – TAMUCT	<input type="radio"/> 25 – TAMUSA
<input type="radio"/> 26 – TSSC	<input type="radio"/> 28 – TEES	<input type="radio"/> 30 – TDEM	<input type="radio"/> 99 – TAMRF
<input type="radio"/> All Member Inquiry (Limited, must have All Member FAMIS Inquiry Access)			

FOLDER ACCESS

*Select all folders being requested.
(The folders listed below may not be available for all members)*

<input type="radio"/> Accounts Payable	<input type="radio"/> Accounts Receivable	<input type="radio"/> Bookkeeper *	<input type="radio"/> Budget
<input type="radio"/> Concur	<input type="radio"/> Daily	<input type="radio"/> FAMIS Services	<input type="radio"/> Feed Files
<input type="radio"/> Financial Reports	<input type="radio"/> Fixed Assets	<input type="radio"/> General Construction <i>(01 and 23 only)</i>	<input type="radio"/> HUB
<input type="radio"/> Insurance	<input type="radio"/> Monthly	<input type="radio"/> Payroll	<input type="radio"/> Purchasing
<input type="radio"/> Routing	<input type="radio"/> Sponsored Research	<input type="radio"/> State Reports	<input type="radio"/> Yearend
<input type="radio"/> All FAMIS Reports (This grants access to all folders listed above)			
<input type="radio"/> All FAMIS Reports – No Payroll (This grants access to all folders listed above, except Payroll)			

SRS Access
(For Sponsored Research Services Employees Only)

<input type="radio"/> All SRS Folders for all Members	<input type="radio"/> All SRS Folders for specified Members <i>(Mark members above)</i>
---	---

BOOKKEEPER ACCESS

* When selecting the Bookkeeper folder; please specify the sub-folders needed.
 (Department codes, Mail Stops, Responsible Person, etc...)

Name: _____

UIN: _____

COMMENTS

Please add any additional comments regarding your access

STATEMENT OF RESPONSIBILITY

I understand that I will be in violation of System regulations, State and Federal law if I gain or help others gain unauthorized access to the systems above. I acknowledge that neither I nor anyone else possess the authority to allow anyone to use my ID or password. I understand that if I violate System regulations and State and Federal laws by gaining or helping others gain unauthorized access, I will be subject to disciplinary action and criminal prosecution to the full extent of the law. (Chapter 33, Title 7 of the Texas Penal Code). I accept the responsibility of keeping the reports and information confidential. I understand, accept and will complete training related to the software provided to me by Texas A&M System Members. Misuse or abuse of this responsibility as User/Supervisor may be just cause for revocation of software access and disciplinary action. I agree further not to attempt to circumvent the computer security system by using or attempting to use any transactions, software, files or resources I am not authorized to use.

User Printed Name

Signature

Date

APPROVALS

Approved: Request must be approved by a Member FAMIS Security Administrator. Please select one of the Security Administrators for your Member from the list below and email your signed form to them. If access is approved, they should forward on to FAMIS Services.

Signature

Date

SECURITY ADMINISTRATORS

Please scan and email approved form to: FAMIS-Security@tamus.edu

Please include 'Laserfiche Access' in the subject line of the email.

If there are any questions, please call the FAMIS Help Line, (979) 458-6464.