

# FAMIS Reports Laserfiche Access Request

<b>USER INFORMATION</b>		<input type="checkbox"/> NEW	<input type="checkbox"/> CHANGE	<input type="checkbox"/> REMOVE
Employee Name:	_____	Employee Phone:	_____	
Employee E-Mail:	_____	Employee UIN:	_____	
TAMU NetID:	_____	FAMIS UserID	_____	

<b>MEMBER ACCESS</b>		<i>Select all members being requested</i>	
<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 – TEEX	<input type="radio"/> 10 – TAMUG
<input type="radio"/> 11 – TFS	<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)			

<b>FOLDER ACCESS</b>		<i>Select all folders being requested. (The folders listed below may not be available for all members)</i>	
<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 (01 and 23 only)	<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)			
<b>SRS Folders</b>			
<i>(For Sponsored Research Services Employees Only)</i>			
<input type="radio"/> Accounts Receivable	<input type="radio"/> Financial Reports	<input type="radio"/> Purchasing	<input type="radio"/> Sponsored Research
<b>BOOKKEEPER ACCESS</b>		* <i>When selecting the Bookkeeper folder; please specify the sub-folders needed. (Department codes, Mail Stops, Responsible Person, etc...)</i>	

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](mailto: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) 458-6470