

# File Transfer Portal Access Request

<b>USER INFORMATION</b>		<input type="checkbox"/> ADD	<input type="checkbox"/> MODIFY	<input type="checkbox"/> REMOVE
Employee Name:	_____	Employee UIN:	_____	
Home CC:	_____	Email Address:	_____	

<b>DOWNLOAD ACCESS</b>	Select both the member and the type of download files to be accessed
<b>Member Access Requested</b>	(Select all members needed)
<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 – 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 access* (Limited to System Office Users)	

<b>Access Requested</b>	(Select all groups needed)
<input type="radio"/> General <i>All files that are have not been assigned to one of the specific folders below</i> <input type="radio"/> AFR <i>AFR files</i> <input type="radio"/> Auditor <i>TAMUS Intenal Audit only</i> <input type="radio"/> Bank Reconciliation <i>VBMR304, VBMU302 and Bank named files</i> <input type="radio"/> F1099 <i>All 1099 related files</i> <input type="radio"/> FFX Inventory <i>Fixed Asset files for use with InCircuit</i> <input type="radio"/> Fixed Assets <i>All other Fixed Asset reports</i> <input type="radio"/> Reconciliation <i>TRecs files</i> <input type="radio"/> Vendor-NonStudent <i>VBAR213, VBAR214</i> <input type="radio"/> Vendor-Student <i>VBMR280</i>	

<b>UPLOAD ACCESS</b>	Select both the member and the type of download files to be accessed
<b>Member Access Requested</b>	(Select all members needed)
<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 – 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	
<b>Upload files to:</b>	<i>List dataset names to be uploaded</i> <i>For example, K702XX.IDTP1.CSCN.** or K706XX.FISCAL.DIS.**</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:
- **Download access:** Must be approved by a FAMIS Security Administrator for the member being requested.
  - **Upload access:** Must be approved by either a FAMIS Security Administrator for the member being requested or the Interface Coordinator for the member being requested.

*As appropriate, please select an approver from one of the lists below and email your signed form to them. If access is approved, they should forward on to FAMIS Services.*

**Upload or Download Access Approval**

\_\_\_\_\_  
Member Security Administrator

**OR**

**Upload Access Approval**

\_\_\_\_\_  
Member Interface Coordinator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### APPROVERS

Please scan and email approved form to: [FAMIS-Security@tamus.edu](mailto:FAMIS-Security@tamus.edu)

Please include 'File Transfer Portal Access' in the subject line of the email.  
If there are any questions, please call the FAMIS Help Line, (979) 458-6464.