THE TEXAS A&M UNIVERSITY SYSTEM

TAMUS SOBA Laserfiche Access Request

USER INFORMATION   ☐ **NEW**   ☐ **CHANGE**   ☐ **REMOVE**

Employee Name: _____   **Employee Phone:** _____

Employee E-Mail: _____   **Employee UIN:** _____

TAMU NetID: _____

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

ACCESS SAME AS ANOTHER USER?

Other User Name: _____   **Other User UIN:** _____

Note: Listing another user's name or UIN will decide all further access. Skip to signatures below.

COMMENTS   *Please add any comments about your requested 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**

APPROVAL REQUIRED

Approved: ==*Please select an approver from the list below and email your signed form to them for approval. If access is approved, they should forward on to FAMIS Services at the email address listed below.*==

_____

_____   _____
Signature   **Date**

| NOTE TO APPROVER |

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.

k:\fa\doc\sec\forms\tamussobalaserfichesecurityaccessformcurrent.docx
Rev. 2/27/2024