THE TEXAS A&M UNIVERSITY SYSTEM

TAMUS SO 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 a suitable approver (based on the access requested) 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.

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