Request for Argos User Account
Access Level: Report Viewer

Albany State University — UNIVERSITY SYSTEM OF GEORGIA

INSTRUCTIONS:

SECTION 1: User requesting access completes this section.

SECTION 2: Approval by Manager/Supervisor. **Signature is required**

SECTION 3: Mark the functional area(s) in first column. Provide **specific reason for access** in second and **Signature** and **Date** in third.

SECTION 4: Requires Signature of VP for Enrollment Management. This is **mandatory.**

SECTION 5: Requires Signature of VP for Institutional Effectiveness This is **mandatory**.

(Note: All users created, will have access to common reports.)

Section 1: User Information (Available to all Staff, Deans and Chairs)

Name:		Network ID:	Example: JDoe (John Doe)
Department:		Job Title:	
ASU Email Account:	@asurams.edu	Phone Number:	
User's Signature:		Request Type:	New ☐ Modify ☐

Section 2: Approval by Manager/Supervisor

Supervisor's Name: (print)		Date:	
Supervisor's Job Title:		Supervisor's Phone:	
Supervisor's Signature:		Supervisor's Email:	@asurams.edu

 * *Supervisor's signature indicates that the security requested for the above listed person is appropriate for their job duties.*

Section 3: Access to Functional Area(s)

Functional Area:	Reason for needing such access:	Functional Area Supervisor's Signature & Date:
❑ 1-Common		
❑ Academic Affairs		
❑ Accounting Services		
❑ Admissions		
❑ Advising		
❑ Athletics		
❑ Auxiliary Services		
❑ Bursar		
❑ Center for Faculty Excellence		
❑ College of Education		
❑ College of Science and Technology		
❑ Cordele Center		
❑ Distance Learning		
❑ Dual Enrollment		
❑ EMSS		
❑ Enrollment Management		
❑ Financial Aid		
❑ Grades (Registrar)		
❑ Graduate School		
❑ Health Services		
❑ Housing		
❑ Human Resources		
❑ Institutional Research		
❑ ITS		
❑ Registrar		
❑ Shared		
❑ Vet Military		

User's Signature:

Supervisor's Signature:

SECTION 4: **Requires Signature of VP for Enrollment Management**	
SECTION 5: **Requires Signature of VP for Institutional Effectiveness**	