

Request for Access

Banner, Argos, Xtender, Appworx and Cardinal Purch

HR Access: Email scanned form to: hr@lamar.edu

Student Access: Email scanned form to: requestforaccess@lamar.edu Finance Access: Email scanned form to: financialservices@lamar.edu gnaud1@lamar.edu

		Financial Aid Access: Email s	canned form to: mbegnaud1@
Section 1 - User Informatio	nsfer Access Revise Access	Suspend Access Term	ninate Access
Last Name	First Name	M.I. Lamar	ID LEA Username
 Job Title	 Department	E-mail Address	Phone #
Employee Type: 🗌 Faculty 🗌 Sta	aff 🔄 Student 📄 Non-LU Emj	oloyee Temporary	late
Section 2 - Authorization			
Describe the business need or job duties	the requested access will support	:	

Supervising Dean/Director/VP (Print Name)

Supervising Dean/Director/VP (Si	griature)	Date	Phone #		
Section 3 - Student Information Systems					
Banner	Xtender		Argos		
Registration			Report Viewer (User can run predefined reports.)		
🗌 Data Entry			Appworx		
Schedule Building			Production		
Department Chair/Dean			Test		
Advisor (N and SS)		nternal Use Only ser Class Comments			

	e Information Systems	
Banner	Xtender	Argos
Internet Native Banner (INB)	General	Report Viewer (User can run predefined reports.)
Human Resources	Scanning Privileges	Appworx
Payroll Duties/Payroll Supervisor		Production
	Internal Use Only User Class Comments	Test
Data Owner Signature	Date	Phone #
Section 5 - Finance Informa		
Banner	Cardinal Purch	Argos
Internet Native Banner (INB)	Requestor	Report Viewer (User can run predefined reports.)
Invoice	Contract Stakeholder	Appworx
Journal Voucher	Shopper	Production
Purchase Order	Approver	Test
Xtender General Scanning Privileges	Internal Use Only User Class Comments	
General Scanning Privileges	User Class Comments	 Phone #
General Scanning Privileges	User Class Comments User Class Comments Date Date Ormation Systems	
General Scanning Privileges	User Class Comments	Argos
General Scanning Privileges	User Class Comments User Class Comments Date Date Ormation Systems	