ULM WebNow Access Form

Name:_____   Email:_____

Department:_____ Campus phone #_____ Date:_____

☐Staff ☐Faculty ☐Graduate Student   ☐Student Worker ☐Temporary Employee

Workflow requested:_____
(Graduate Admissions, Undergraduate Admissions, Financial Aid etc…)

Drawer=Major you represent or access needed
Drawer(s) requested:_____☐View   ☐Route access ☐Print access

_____☐View   ☐Route access ☐Print access

_____☐View   ☐Route access ☐Print access

_____☐View   ☐Route access ☐Print access

_____☐View   ☐Route access ☐Print access

Please enter any other details of the request and/or any comments:

☐ **Approved**   ☐**Denied**

Drawer Owner Signature:_____ **Date**_____

Information contained in university records are confidential by law. Only an employee, that employee's supervisor and authorized university personnel whose job responsibilities require use of that data may access such information. I will not use computing resources or data for personal benefit. I will not disclose university data or my USER ID/PASSWORD to any individual. I understand unauthorized access and/or release of this information is prohibited by law and may result in disciplinary action, including dismissal.

Employee's Signature:_____ **Date**_____

The ImageNow access requested above is necessary for this employee to perform official duties of his/her position. I will notify the drawer owner when access is no longer needed.