ACCESS TRANSFERRED REQUEST FORM

To be completed by Dean/Department Head/Director
When an employee moves to a new department

Old Department Information		
Name	CWID	Date
Department:		
Job Title		Telephone

Dean/Department Head/Director authorizing this request: _____

Please Print

**** Please remove all access this employee has under my department. ****

Signature of Dean / Department Head / Director: _____

Date of Deactivation _____

New Department Information	
NOTE: Employee must complete and attach new security request forms for their new department area.	
Department:	Job Title:
Department Head:	Telephone:
Employees Email:	Telephone:
Date New Job Begin:	

IT Use

Form filed for audit purposes

Please check and date items that have been disabled

☐ Database Access	Date Disabled:	_____
☐ Banner Access	Date Disabled:	_____
☐ Network Access	Date Disabled:	_____

Notes and Comments

ACCESS TRANSFERRED/DELETED CHECKLIST

To be completed by IT Personnel

Name:	Date:
CWID:	Department:

☐ Employee no longer works at ULM   ☐ Employee has moved to a new job at ULM

Please check and sign off on access your have verified and removed

EMAIL

☐ Deleted email access   ☐ No email access found

Signature of Email Administrator: _____ Date: _____

BANNER (INB and or Self Service)

☐ Banner PROD Access   ☐ Banner PPRD Access   ☐ Banner Test Access

Signature of Banner Security Administrator: _____ Date: _____

NETWORK

Access   Form Fusion: ☐ Student   ☐ Finance   ☐ Financial Aid   ☐ HR   ☐ No Access

Access   to Intelecheck   ☐ Finance   ☐ No Access

Access to AppWorx (build and/or execute)

☐ FINANCE-Finance   ☐ PAYROLL-Payroll   ☐ HR-Human Resources

☐ STENROL-St Enrollment MGT   ☐ STHOU-Student Housing   ☐ SAR-Student AR

☐ STREG-Student Registrar   ☐ No AppWorx access found for this person

Access to ARGOS (Designer, Writer and/or Viewer)

☐ FINANCE-Finance   ☐ PAYROLL-Payroll   ☐ HR-Human Resources

☐ STENROL-St Enrollment MGT   ☐ STHOU-Student Housing   ☐ SAR-Student AR

☐ STREG-Student Registrar   ☐ No ARGOS access found for this person

Access BANFILES: ☐ Student   ☐ Finance   ☐ Financial Aid   ☐ HR   ☐ No Access

Access to Programmer/User Shares:

☐ FINANCE-Finance   ☐ PAYROLL-Payroll   ☐ HR-Human Resources

☐ STENROL-St Enrollment MGT   ☐ STHOU-Student Housing   ☐ SAR-Student AR

☐ STREG-Student Registrar   ☐ No ARGOS access found for this person

☐ No Programmer/User shares found

Signature of Network Administrator: _____ Date: _____