

1. **TYPE** all required information - handwritten forms are not accepted and will be returned.
2. Print and sign completed form. ALL information and signatures are required for processing.
3. **Scan form and e-mail to:** radford@service-now.com
Use subject line: Admin Access Request - 9digitRUID-username (Example: Admin Access Request - 900999999 - gwashing)

Access is reviewed and granted by Data Owners based upon least privilege to perform job role/responsibilities. The Requestor will be notified via e-mail when account is set up. Allow up to 3 business days for processing.

Request for:	New Account	User	Faculty/Staff
	Modify Existing Account	Classification:	Student Employee
	Transferring Departments		Other
	Remove Access		

End date**: **End Date required for Student Employee & Other
Not to exceed 1 academic year

First Name:	Last Name:
RUID#:	RU e-mail:
Job Title:	Department:
Phone #:	Last Person in Role:

Create/Modify account with the following permissions
(If the account currently exists, **Do NOT check options previously requested for this account**)

Finance	Enter budget transfers	Approve budget transfers
	Enter/receive purchase orders (eVA)	Approve purchase orders (eVA)
	Run Finance Department reports (Cognos)	Chrome River Travel/Expense

Enter Fund/Org codes (if requesting Finance access, otherwise leave blank)

PeopleAdmin Create actions Supervisor's Name:
 Approve actions

Will you act on behalf of your supervisor (proxy) to approve actions? Yes No

Access is requested
 for the following
 departments:

Check if you approve actions Human Resources Budget/Financial Planning
 on behalf of: Sponsored Programs

Manage Employees Approve Timesheets
 Enter ePAF actions (training required - contact HR to schedule)
 Approve ePAF actions (training required - contact HR to schedule)
 Enter FLAC Faculty Load & Compensation actions
 Approve FLAC Faculty Load & Compensation actions

Student Information Advise students Enter course schedules Degree Works
 Student Profile (SSB) E-card (SSB) Radius (CRM)

Housing HMS System Area Director Dean of Students VPN for HMS
 RD - Main RD - GQ RD - Moffett
 RD - Muse RD - Apartments Resident Asst
 Housing HMS Admin E-card (SSB)

Document Management (BDMS) Viewer BDMS Security Class/Document Types
 Indexer If not specified, no access
 Admin will be granted

Other Banner security classes/access/notes

By signing this request, the Requestor and Supervisor AGREE they have read and will abide by the Acceptable Use and other Radford University security policies (see technology policies at <http://www.radford.edu/content/it/home/it-policies.html>)

Requestor Signature Date

Supervisor Printed Name Date

Supervisor Signature