Radford UNIVERSITY | Information Technology Services

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 yourself and then email 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 5 business days for processing.

Request for:
- ○ New Account
- ○ Modify Existing Account
- ○ Transferring Departments
- ○ Remove Access

User Classification:
- ○ Faculty/Staff
- ○ Student Employee
- ○ Other [   ]

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)
- ☐ Chrome River Travel/Expense

Enter Fund/Org codes (if requesting Finance access, additional FOAPs or FLAC Assess, otherwise, leave blank)

[   ]

Cognos Reports   ☐ Finance   ☐ Student   ☐ Human Resources   ☐ Financial Aid

☐ Other [   ]

PeopleAdmin	☐ Create actions ☐ Approve actions	Enter Department Fund/Org:	

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

Name of your
Supervisor for proxy:

Manage
Employees

☐ Approve Timesheets
☐ Enter ePAF actions (training located on Human Resources' website)
☐ Approve ePAF actions (training located on Human Resources' website)
☐ Enter FLAC Faculty Load & Compensation actions (Enter FOAP above)
☐ Approve FLAC Faculty Load & Compensation actions

Student
Information

☐ Advise students   ☐ Enter course schedules   ☐ Degree Works
☐ Student Profile (SSB)   ☐ Slate

Department Specific SSB Access   ☐ RU_ECARD (SSB FERPA Info)   ☐ RU_STUAFFAIRS

Other

Xtender
Document
Management
(BDMS)

BDMS Security Class/Document Types
If not specified, no access will be granted

Other Banner security classes/access/notes not listed on form.

If requesting to mirror a user's access, please also supply the username of the employee to be used.

By signing this request, the Applicant 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)

Applicant Signature		Date	
Supervisor Printed Name		Date	
Supervisor Signature			