Clear Form

The University of Georgia

Request for Access to the
PURCHASING-CAMPUS ENTRY SYSTEM
Send completed request to:
Annette Evans, Data Custodian
Procurement Office, 301 Business Services Bldg, Campus 4223

Print Form

Access Services Use Only

New UserID Assigned: _____

UserID and Password

A request should be completed for each person needing access. A newly created User ID is given an expired password which should be changed during the first logon. Passwords for existing User IDs are not affected by the process. The passwords are unique for each individual and cannot be used by other than the owner of the password.

Individual for whom access is being requested

First Name M.I. Last Name _____ Last 4 digits of SSN _____ Home Department Number _____

IMS User ID (if already assigned) _____ Phone Number _____ Preferred Email Address _____

For you to print the Purchase Requests we must know your printer node name and type of printer.
List the type of your printer: (PCL or Post Script) _____
List the node name of the printer you use: (no more than 8 characters) _____

For Responsible Person Use Only

If this employee will have the same setup as another existing user please list that employee's user-id, if not please list accounts for which access is requested. Terminology such as "All Accounts in Dept. 999" is acceptable; however the level of access is required.

_____ _____ _____

_____ _____ _____

Level (initiator, approver 1, 2, etc) _____

Responsible Person _____ Date _____

For Data Custodian Use Only

_____ _____

Data Custodian Approval Date:

Add	Co	Nat	N10	Prt