



SOUTHERN UNIVERSITY AND A&M COLLEGE

EVISIONS END USER ACCESS REQUEST FORM

REQUESTOR			
Name:		Date	
EMPLOYEE PROFILE			
Employee Name:		Date	
Job Title:		Email:	
Existing Banner User: <input type="checkbox"/> New Banner User: <input type="checkbox"/>		User ID:	
Campus:		Phone:	
Location/Room:			
ACCESS REQUESTED (CHECK ALL THAT APPLY)			
INTELLECHECK: <input type="checkbox"/>		FORMFUSION: <input type="checkbox"/>	ARGOS: <input type="checkbox"/>
TYPE OF REQUEST			
Create New User:		New ID Created:	
Modify User Account		User ID:	
Delete User Account:		User ID:	
BANK ACCOUNT FOR INTELLECHECK (ONE PER FORM)			
Accounts Payable		Payroll	
Bank Codes			
TYPE OF FUNCTIONS REQUESTED FOR INTELLECHECK (SELECT OPTIONS)			
Process Checks		Process other (direct deposit)	
Reprocess checks		Void transactions	
Reports		Positive Pay	
Email Notifications		Reconciliation	
Print Check File Copies Locally		Print Direct Deposit File Copies Locally	
Argos Reporting		FormFusion	
APPROVALS			
Employee Signature			Date:
Supervisor Signature			Date:
Security Administrator			Date:
ISD OFFICE USE ONLY			
User ID Created By:			Date:
FUNCTIONAL SECURITY ADMINISTRATOR (COMPTROLLER'S OFFICE)			
Completed By:			Date: