

INSTRUCTIONS

1. Complete form. *Signature of department head is required.*
2. Fax completed form to (662) 915-7180.

- Request New License
OR
 Authorizations should look like

_____ (Name & SAP User ID)

Employee Name

ID Number

Phone Number

Do you have the SAP GUI installed on your computer?

- Yes No

Email Address

Department

Computer Platform:

- Macintosh PC

Building & Room Number

Supervisor / Manager

Department Head Signature

Date

TRAINING AND ACCESS	Request Access ✓	For Official Use Only	
		Training	Access
Beginners (Mandatory pre-requisite for all other SAP training classes)			
Notifications (Maintenance/ Work Order Request to PPD or Telecomm)			
Time Management (Payroll & Leave)			
Material Management (Purchase Requisitions)			
Asset Management (Property)			
Procurement Card (Department Credit Card)			
Reporting I (Work Order, Purchase Orders)			
Reporting II (Budget Line Items)			
Payroll Reports (Payroll Posting Data)			
Student Master Data (View Personal Data, Address, Related Persons, Visa/Residence Data, Ethn. Origin Service Status, Advising Data, Prospect Data, Medical Records, External Transcript/Test Results, Challenge Data, Special Groups, Achievements, Greek Organization)			
Student File (View Admissions, Registration, Major/Minor/Emphasis, Status, Holds, Progression, Qualifications, Requests, Activity Documents, Correspondence, Notes)			
Student File - Booking Students (Registering students into classes)			
Event Planning (Course Scheduling)			
Dean's Office (Change of Program)			
SLcM Reporting (Student Information)			

Special Authorization (Describe below. Use back, if necessary. Ex: *Please add user Jane Doe with the same authorizations as John Smith.*)

Notes (For Official IT Use Only)

User ID
