



# ARGOS Access Request

Complete and Submit to the Assistant Vice President for Administrative Services, Dept 170

## DEPARTMENT/REQUESTOR INFORMATION

Department Name:  
Banner Organization Code:

## INDIVIDUAL INFORMATION (Individual for Whom Access is Being Requested)

Last Name: First Name: MI:  
MSCC Email Address:  
Banner User Name: **Requires INB Access**

### ARGOS User Type Requested

- Report Viewer (Execute and View Reports)
- Report Writer (Execute, View and Create Reports – **Complete Report Writer Training**)
- Datablock Designer (Demonstrate SQL Ability, Create Two Assigned Reports for Review, and DBD Training)

**Administrative Supervisor's or VP's Approval:** Date:

### Folder Access Requested

- Advancement (All)
- Financial Aid (All)
- Finance (All)
- Human Resources (All)
- Payroll (All)
- Student (All)

### Attach a List of Subfolders (if needed)

- Advancement (Subfolders Only)
- Financial Aid (Subfolders Only)
- Finance (Subfolders Only)
- Human Resources (Subfolders Only)
- Payroll (Subfolders Only)
- Student (Subfolders Only)

## Data Custodian's Approval (For Non-Administrative Systems Support Personnel)

Advancement Data Custodian Signature:	Date:
Financial Aid Data Custodian Signature:	Date:
Finance, Payroll & Student A/R Data Custodian Signature:	Date:
Human Resources Data Custodian Signature:	Date:
Student Data Custodian Signature:	Date:

## Administrative Services Personnel Approval

Assistant Vice President for Administrative Services: Date:

## Administrative Services Use Only

Assign ARGOS Object to User --	Initials:	Date:
ARGOS Security Setup --	Initials:	Date: