Request for Argos User Account
Access Level: Report Viewer

Albany State University
UNIVERSITY SYSTEM OF GEORGIA™

Section 1: User Information (Available to all Staff, Deans and Chairs)

Name:		Network ID:	Example: JDoe (John Doe)
Department:		Job Title:	
ASU Email Account:	@asurams.edu	Phone Number:	
User's Signature:		Request Type:	☐ New ☐ Modify

Section 2: Approval by Manager/Supervisor

Supervisor's Name: (print)		Date:	
Supervisor's Job Title:		Supervisor's Phone:	
Supervisor's Signature:		Supervisor's Email:	@asurams.edu

* Supervisor's signature indicates that the security requested for the above listed person is appropriate for their job duties.

Section 3: Access to Functional Area(s)

Functional Area:	Reason for needing such access:	Functional Area Supervisor's Signature & Date:
❑ Admissions		
❑ Registrar		
❑ Financial Aid		
❑ Bursar		
❑ Academic Affairs		
❑ Advising		
❑ Athletics		
❑ Auxiliary Services		
❑ Cordele Center		
❑ Distance Learning		
❑ Enrollment Management		
❑ Accounting Services		
❑ Grades (Registrar)		
❑ Graduate School		
❑ Health Services		
❑ Housing		
❑ ITS		
❑ Vet Military		

User's Signature:

Supervisor's Signature:

SECTION 4: Requires Signature of VP for Enrollment Management	
SECTION 5: Requires Signature of Division VP	
SECTION 6: Requires Signature of VP for Institutional Effectiveness	