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| **I. USER AUTHORIZATION** |
|       |       |       |       |

*Last Name (Please Print)* *Suffix First Name* *Middle Name*

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|       |       |

*Preferred Name or Nickname, if any* *Job Title*

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| --- | --- |
|       |       |

*Office Location (Area Code) Phone Number*

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**Employee Status:** [ ]  Full time [ ]  Seasonal [ ]  Student Worker

*Employee Identification Number (UIN)*

*[ ]*  Part-time [ ]  Working Retiree [ ]  Graduate Student

**Non-Employee Status:** *[ ]*  Vendor *[ ]*  Contractor *[ ]*  Partner

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| **Requesting:**  |
| **[ ]**  | New Account |
| **[ ]**  | Deactivate Existing Account |
| **[ ]**  | Update Existing Account |

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| **Special Access:** |
| **[ ]**  | Access to department’s shared folders and files (For College Station & Hudson only) |
| **[ ]**  | Grant local administrative rights to user’s assigned PC.  |
| **[ ]**  | Laserfiche Document Management System for Texas A&M AgriLife |
| **Note: To ensure information security, please notify the IR Department when an employee no longer works in your department.** |

 Comments:

**Authorization**

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***Supervisor’s Signature*** *Date* ***Supervisor’s Name (Please Print)***

*(Required only if New Account or Deactivation)*

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| **II. ACKNOWLEDGEMENT OF USER RESPONSIBILITY** |
| *Upon receiving permission to access agency information resources, I acknowledge my responsibility for strictly adhering to The Texas A&M University System Rules and Regulations, as well as State and Federal regulations. I understand that I will be subject to disciplinary action and criminal prosecution to the full extent of the law (Chapter 33, Title 7 of the Texas Penal Code) if I gain or help others gain unauthorized access to agency information resources. I agree that I shall not attempt to circumvent the computer security system by using or attempting to use any unauthorized information or transactions. I acknowledge that neither I nor anyone else possesses the authority to allow anyone to use my user-id or my password. By signing this form, I agree to take reasonable steps to protect my password.* |

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|  | *Note: Passwords are reset only after proper verification of the user’s identification.*  |

***Employee’s Signature******Date***

***For IR Dept. Use only:***

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| Form Received Date: | Initials: | User Id: | Division: |
| Account Set-up Date*:* | Initials: | Alias Used: | Org. Unit: |
| *Comments:* |

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| **III. ORGANIZATIONAL UNIT** |

**SUPERVISOR: Mark Organizational UNIT IN THE CORRECT DIVISION COLUMN**

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| **Director’s Office** | **Finance and Administration** | **Forest Resource Protection** | **Forest Resource Development**  |
| *(Division Code: DO)* | *(Division Code: FIAD)* | *(Division Code: FRP)* | *(Division Code: FRD)* |
|  **[ ]** Director’s Office |  [ ]  Associate Director’s Office - FIAD |  [ ]  Associate Director’s Office - FRP |  [ ]  Associate Director’s Office –  FRD |
|  **[ ]** Communications | **Budgets & Accounting** | **Mitigation & Prevention** |  [ ]  Geospatial Services |
|  |  **[ ]** Budgets & Accounting |  **[ ]** Mitigation & Prevention | **Forest Analytics** |
|  | **Employee Development** |  [ ]  Wildlife Urban Interface / Prevention |  [ ]  Forest Economics & Resource Analysis |
|  |  **[ ]** Employee Development | **Law Enforcement** |  [ ]  Silviculture |
|  | **Information Resources** |  [ ]  Law Enforcement |  [ ]  Forest Inventory & Analysis |
|  |  **[ ]** Information Resources | **Predictive Services** |  [ ]  Wood Utilization & Marketing |
|  | **Payroll & Support Services** |  **[ ]** Predictive Services | **Forest Systems** |
|  |  **[ ]** Payroll & Support Services | **Planning and Preparedness** |  [ ]  Forest Health, Stewardship, Water Resources & Legislative |
|  | **Purchasing** |  [ ]  Planning & Preparedness |  [ ]  Tree Improvement |
|  |  **[ ]** Purchasing |  [ ]  Aviation |  [ ]  Urban & Community Forestry |
|  | **AgriLife** |  [ ]  SOC | **Central / West Texas Operations** |
|  |  **[ ]** Human Resources |  [ ]  Training | [ ]  Central / West Texas Operations |
|  |  |  [ ]  Dispatch / TICC / Emergency Operations Center |  [ ]  West Texas Nursery |
|  |  | **Capacity Building** |  |
|  |  |  [ ]  Capacity Building |  |
|  |  | **Field Operations** |  |
|  |  |  [ ]  Field Operations |  |
|  |  |  [ ]  Admin |  |
|  |  |  [ ]  Logistics |  |
|  |  |  [ ]  North Region |  |
|  |  |  [ ]  East Region |  |
|  |  |  [ ]  South Region |  |
|  |  | **Applied Technologies** |  |
|  |  |  [ ]  Applied Technologies |  |
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