



## FAMIS Change Request

### USER INFORMATION

UIN	
Name (last, first middle)	
Preferred Name	
E-mail	
Department / Subdepartment Name	

### CURRENT FAMIS ACCESS (*if known*)

Module	Access Type (Inquiry, Enterer, Approver, etc.)
FRS – Financial Accounting	
FFX – Fixed Asset Inventory	
SPR – Sponsored Projects	
AFR – Annual Financial Report	

### NEW FAMIS ACCESS

Module	Same Access As (Individual's Name)	New Profile (Assigned by Security Officer)
FRS – Financial Accounting		
FFX – Fixed Asset Inventory		
SPR – Sponsored Projects		
AFR – Annual Financial Report		

### ADDITIONAL NOTES

**USER STATEMENT:** I understand that this access is for business purposes only. I am responsible for protecting access to FAMIS or related systems.

**IMMEDIATE SUPERVISOR OR DEPARTMENT HEAD STATEMENT:** I request and approve access to FAMIS to enable the user to perform the duties related to the user's position. I am responsible for notifying the FAMIS security officer when the user leaves or assumes duties inconsistent with this access.

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User Signature and Date

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Immediate Supervisor or Department Head  
Signature and Date

# FAMIS Access Change Request Instructions

## USER INFORMATION

- UIN: Provide the user's Universal Identification Number (UIN).
- Name: Enter the user's name as it appears in personnel records (Form I-9).
- Preferred Name: Enter the name customarily used if different so that an alias can appear in FAMIS. For example, the user may normally use a nickname, middle name, or diminutive.
- E-mail: Enter the user's official agency e-mail address.
- Department / Subdepartment Name: Enter the name of user's primary department or subdepartment.

## CURRENT FAMIS ACCESS

- List the access the user currently has. Most users either have Inquiry, Enterer, or Approver access, but people in Finance or Administration have more specialized types of access. If you are not sure what kind of access the user currently has, please contact the [FAMIS Security Officer](#) and they can either tell you or fill out this section for you.

## NEW FAMIS ACCESS

- Same Access As: Enter the name of another user with the access desired for this user. **The individual can be a current *or* previous TAMFS FAMIS user.** If you don't know of anyone, describe the type of access needed here or in the Additional Notes section.
- Profile: The security officer will enter the profile code for the desired access.
- NOTE: FAMIS users assigned a profile for entering data in FAMIS will be required to complete Disbursement of Funds training. FAMIS users assigned an approver responsibility will be required to complete Disbursement of Funds training and Disbursement of Funds – Approvers Class prior to receiving FAMIS access.

## ADDITIONAL NOTES

- If an APO/AAPO needs update ability for more than one FFX inventory, list the additional inventories here. *Note that the Property Manager will need to approve APO/AAPO access before access is granted.*
- For an Approver, list the department/subdepartment codes for which the user will be a primary or secondary approver.
- If special access is needed, describe it here or contact the FAMIS security officer.

## SIGNATURES

- The user and immediate supervisor or department head must sign and date this form before sending it to the FAMIS security officer. Digital signatures are accepted following the [Electronic/Digital Signature Guideline](#).

## SUBMITTING THE REQUEST

- Send the completed FAMIS Change Request (first page of this document) to the FAMIS security officer, Katie Fulton, at [katie.fulton@tfs.tamu.edu](mailto:katie.fulton@tfs.tamu.edu). Original, faxed, or scanned documents are acceptable.
- This form is only to change access for users who have already been granted access to FAMIS/Canopy. If this is a new user, please use the [FAMIS Access Request](#) form.