



# TEXAS A&M UNIVERSITY-TEXARKANA

## LASERFICHE SECURITY REQUEST FORM

or return to Office of  
Information Technology

Section 1: Employee Information			
Name (Last, First, MI):		UIN #:	
TAMUT Eagle ID:		Your Department:	<input style="width: 100%;" type="text"/>
TAMU NetID:		<input type="checkbox"/>	Create New Account
Email Address:		<input type="checkbox"/>	Modify or Delete User Access

Section 2: Role	
General User (All Feature Rights Except Delete & Migrate) (Minimal Privileges) <input style="float: right; margin-left: 10px;" type="checkbox"/>	<div style="text-align: center;"> <p>If new account: name of the LF group you need access to or if transferring: name of LF group you are requesting to be transferred to:</p> <input style="width: 100%; height: 20px;" type="text"/> </div>
View Access Only <input style="float: right; margin-left: 10px;" type="checkbox"/>	<div style="text-align: center;"> <p>Name of the Repository Folder(s) or subfolders you need access to: <i>See attached page for groups &amp; repository folders</i></p> <input style="width: 100%; height: 20px;" type="text"/> </div>
Forms Designer <input style="float: right; margin-left: 10px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
Unit Administrator (All Listed Feature Rights and Privileges) (Access Rights to folders indicated) <input style="float: right; margin-left: 10px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
Other changes/notes regarding special access:	
<input style="width: 100%; height: 20px;" type="text"/>	

**Federal Family Education Rights and Privacy Act (FERPA)**

Maintaining the confidentiality of educational records is the responsibility of all faculty, staff and student employees at Texas A&M University-Texarkana. Knowledge of the Family Educational Rights and Privacy Act (FERPA) is important to ensure that student education information is protected in compliance with FERPA guidelines. It is important that each person with access to student record information of any type understand his/her legal responsibilities under FERPA and in accordance with University policy. To ensure compliance, it is required that you be aware of federal law as well as System and University regulations that govern student records.

As the employee, I understand that I must adhere to all data security policies and data insertion standards. I have read this form in full and agree to the conditions and terms outlined.

Employee Signature:

**Supervisor Approval**

By signing below, the supervisor certifies that the access requested is required to perform the duties of the employee's position and that the Laserfiche administrator will be notified of any change in the duties or status of the listed employee.

As the employee's supervisor, I understand it is my responsibility to explain and create a level of awareness in the employee concerning the University's data standards.

Supervisor Signature:

*For IT Use:*

- Added
- Disabled

Task completed by:

Date :

<b>Groups currently in Laserfiche:</b>
Admissions
Business Office
Financial Aid
Human Resources & Payroll
Information Technology
Nursing
Registrar
Veteran Services
VPFA

<b>List Of Repository Folders:</b>
1.0 Administration + subfolders
2.0 Electronic Data Processing + subfolders
3.0 Personnel + subfolders
4.0 Fiscal + subfolders
5.0 Support Services + subfolders
6.0 Student + subfolders
7.0 Program + subfolders
8.0 External Constituencies + subfolders
9.0 Work In Progress
BUSINESS OFFICE
ENROLLMENT SERVICES (subfolders listed) Admissions   Admissions Completed Financial Aid   Financial Aid Completed Registrar   Registrar Completed Veteran Services   Veteran Services Completed
Information Technology
Nursing
Human Resources
COVID-19 Reports