



# Request for Argos User Account

## Access Level: Report Viewer

**Instructions:**

1. Please fill out Sections 1 and 2 in their entirety.
2. All Users will gain access to Common Reports. Please fill out Section 3 with your department's Functional Area (if listed), and any additional areas if needed. Please make sure all signatures (User, Supervisor and Functional Area Supervisor) are obtained before submitting the form to ITS.
3. Scan the completed form and attached to a help desk ticket in Samanage (site: <https://helpdesk.asurams.edu/>; email: [helpdesk@asurams.edu](mailto:helpdesk@asurams.edu))
4. Please note, your account will be created in Argos **ONLY** with a ticket # assigned and this form attached to that ticket.

<b>Section 1: User Information (Available to all Staff, Deans and Chairs)</b>			
Name:		<b>Network ID</b> (not RAM ID):	Example: jdoe12 (John Doe)
Department:		Job Title:	
ASU Email Account:	@asurams.edu	Phone Number:	
User's Signature:			

<b>Section 2: Approval by Manager/Supervisor</b>			
Approver's Name: (print)		Date:	
Approver's Signature:		Approver's Phone:	
Approver's Job Title:		Approver's Email:	@asurams.edu

<b>Section 3: Access to Functional Area(s)</b>		
Functional Area:	Reason for needing such access:	Functional Area Supervisor's Signature:
<input type="checkbox"/> Admissions		
<input type="checkbox"/> Registrar		
<input type="checkbox"/> Financial Aid		
<input type="checkbox"/> Bursar		

**Section 3: Access to Functional Area(s) - Continued**

Functional Area:	Reason for needing such access:	Functional Area Supervisor's Signature:
<input type="checkbox"/> Academic Affairs		
<input type="checkbox"/> Advising		
<input type="checkbox"/> Athletics		
<input type="checkbox"/> Auxiliary Services		
<input type="checkbox"/> Cordele Center		
<input type="checkbox"/> Distance Learning		
<input type="checkbox"/> Enrollment Management		
<input type="checkbox"/> Financial Operations		
<input type="checkbox"/> Grades (Registrar)		
<input type="checkbox"/> Graduate School		
<input type="checkbox"/> Health Services		
<input type="checkbox"/> Housing		
<input type="checkbox"/> Institutional Research		
<input type="checkbox"/> ITS		
<input type="checkbox"/> Vet Military		
User's Signature:		
Approver's Signature:		