



Request for Argos User Account

Access Level: Report Viewer

Section 1: Requestor Information			
Requestor's Name:		Requestor's Job Title:	
Requestor's Phone:		Reason for access:	

Section 2: User Information (Available to all Staff, Deans and Chairs)			
Name:		Network ID (not RAM ID):	example: dtrump
Department:		Job Title:	
ASU Email Account: (no personal email account)		@asurams.edu	Phone Number:
User's Signature:			

Section 3: Approval (Supervisor, Dean, Vice President, Chair, Director, etc.)			
Approver's Name: (print)		Date:	
Approver's Signature:		Approver's Phone:	
Approver's Job Title:		Approver's Email:	@asurams.edu

Instructions:

1. The Requestor completes section 1 on behalf of the end user.
2. The User (staff, dean or chair) completes section 2.
3. The Approving authority such as supervisor, dean, vice president, chair, directory, etc., completes section 3.
4. This form is scanned with all areas completed and attached to a help desk ticket in Samanage. No accounts will be created in Argos without a ticket # assigned and this form attached to the ticket.