

Business Objects (Formerly Crystal Enterprises) Request for On-line Access to Registrar

Requestor's Information	
Name	
Title/Position	Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Casual Labor <input type="checkbox"/>
Start Date	
Campus P.O. Box	
Eagle ID	
Campus Phone	
Department	
Current Novell/Groupwise Account	
Type of Access Requested	<input type="checkbox"/> New Account <input type="checkbox"/> Additional Access

Indicate type of information requesting for access (if same as another employee, specify employee):

I understand that I will be assigned a username and password for my use only and that I will not cause them to be known or used by another person or persons. I understand that I am solely responsible for the security of the assigned username and password. I will notify the Georgia Southern Help Center at (912) 681-5429 in the event that this security may have been compromised.

Requestor Signature: _____ Date: _____

Approval Signature Dean/Director: _____ Date: _____

Print Approval Name _____ Date _____

Dean/Director: _____

Please Return Form to: Wallace Brown – Registrar -P. O. BOX 8092

For Registrar Use Only:	FOR ITS USE ONLY:																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">Group Assignment</th> <th style="padding: 5px;"></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><input type="checkbox"/> REG Course Analysis</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> REG Enrollment Management</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> REG Student Withdrawals</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> REG Deans</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> REG Departments</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> REG Advisement Centers</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;"></td> </tr> </tbody> </table>	Group Assignment		<input type="checkbox"/> REG Course Analysis		<input type="checkbox"/> REG Enrollment Management		<input type="checkbox"/> REG Student Withdrawals		<input type="checkbox"/> REG Deans		<input type="checkbox"/> REG Departments		<input type="checkbox"/> REG Advisement Centers		<input type="checkbox"/>		<input type="checkbox"/>		CASE #: _____ ADD TO BANNER ROLE BAN_PSOFT_FINANCE: _____ PASSWORD: _____ NOTIFICATION SENT: _____
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Authorization: _____ Date: _____

Revised 12/07