

REQUEST FOR ADD/CHANGE TO SCT SCREEN ACCESS

Requesting Department Head: _____ Date: _____

Operator Add/Change for: _____ Date: _____

System: _____ (FRS, HRS, SIS)

Add/Change Screen Access:

Please Notate (I) Inquiry, or (A) Update access for each screen and the screen number.

Example: I102 , A100

_____, _____, _____, _____, _____, _____, _____, _____, _____, _____,

_____, _____, _____, _____, _____, _____, _____, _____, _____, _____,

_____, _____, _____, _____, _____, _____, _____, _____, _____, _____,

_____, _____, _____, _____, _____, _____, _____, _____, _____, _____,

Signatures:

*Registrar: _____ Date: _____

*CFO: _____ Date: _____

*Human Resource Director: _____ Date: _____

Completed By (CIO): _____ Date: _____

- *For SIS Screens, Registrar signature required.
- For SIS 400 Series Screens, Registrar and CFO signatures required.
- For FRS Screens, CFO signature required.
- For HRS Screens, Human Resource Director signature required.