



DMS Approval:

Email added:

## Document Management System-User Access Form

I understand that I will be violating System Regulations and State and Federal law if I gain or help others gain unauthorized access to the Document Management System (DMS). I acknowledge that neither I, nor anyone else, possess the authority to allow anyone to use my I.D. or password. Furthermore, I understand that information I have access to view may be confidential in nature; neither I, nor anyone else, possess the authority to allow me to use this information for non-Texas A&M Health Science Center purposes.

I also understand that if I violate System Regulations or State and Federal laws by gaining or helping others gain unauthorized access to the DMS, I will be subject to disciplinary action and criminal prosecution to the full extent of the law (Chapter 33, Title 7 of the Texas Penal Code).

By logging on to the DMS, I acknowledge my responsibility for strictly adhering to System Regulations and State and Federal laws. I am also aware that penalties exist for unauthorized access, unauthorized use or unauthorized distribution of information from the DMS.

I further agree not to circumvent the computer security system by using or attempting to use any files, or resources I am not authorized to use.

Name: \_\_\_\_\_ UIN: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Department number: \_\_\_\_\_

Create a New User

Change User

Delete User

**TYPE OF USER:** Place a check mark in the appropriate box(es) to request access. If access is being changed, please be aware the most recent form submitted & processed will override all prior requests. Be sure to mark all boxes needed by the user.

General:  This access provides a user the ability to see their department's open access files.

General plus AP/Travel:  General user access plus their department's ACCOUNTS PAYABLE & TRAVEL VOUCHER files.

General plus Contracts:  General user access plus their department's CONTRACT files.

General plus Payroll/HR:  General user access plus their department's PAYROLL & HUMAN RESOURCE files.

Department Administrator:  This provides the user with access to see ALL of their DEPARTMENT'S open access files plus all boxes listed above for their DEPARTMENT.

Component Administrator:  This provides the user with access to see ALL of their COMPONENT'S open access files plus all boxes listed above for their COMPONENT.

**NOTES OR COMMENTS:**

**DEPARTMENTAL APPROVAL**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Unit Head or Designee