



**Graduate School:**

**Update** access to TZABIND

BAN\_FIN\_GRADSCH\_C

**Public Safety and Police Services:**

Query access to fixed asset forms and **update** access to SZVBADG

BAN\_FIN\_PSAFEFA\_C

**Update** access to key forms

BAN\_FIN\_PSUP\_C

**Student Organization:**

Query access to finance information specific to student org via banweb

Other : \_\_\_\_\_

**Web Form Access**

Check Request

Reallocation of Expenditures

**Perceptive Content (ImageNow) Access**

View invoices, journals and blanket and purchase orders

Access to departmental workflow queue(s) for approving blanket order invoices\* and/or purchase order receivers

\*User must be an authorized signer on the blanket order prior to approving in Perceptive Content

Document upload (website access to upload forms that are processed by Financial Services personnel)

Purchasing card receipt/statement upload (website access and view access in Perceptive Content for upload verification)

Other: \_\_\_\_\_

**ASPIRE Access**

General inquiry to space (building and room) information

BAN\_GEN\_SPEC\_SPACE\_C

Deans and Chairs dashboard

BAN\_GEN\_OTH\_DAC\_DBD\_C

Research information

BAN\_GEN\_RSCH\_USER\_C

Classroom technology **update**

BAN\_GEN\_CLS\_TECH\_C

By signing below applicant and approver acknowledge the following:

*Access to student information is governed by federal law - the Family Education Rights and Privacy Act Act (FERPA). Employees with access to student information must comply with FERPA. For more information, please go to: <http://www.mtu.edu/registrar/faculty-staff/ferpa/>*

*Access privileges are issued to employees with the understanding that they will use the information thus obtained only in the conduct of their official duties and that no information will be disclosed to other persons who do not have a need to know.*

*I certify that I understand my responsibilities as an authorized user of finance information. I am responsible for the use and interpretation of the information.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Signature (Supervisor)

\_\_\_\_\_  
Date

Name of Approver: \_\_\_\_\_

**Financial Services Use Only**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Data Custodian Signature