REQUEST FOR ADD/CHANGE TO SCT SCREEN ACCESS

Operator Add/Change for: ________________________________  Operator Number: __________

System:   ___ FRS   ___ HRS   ___ SIS (Check one)

Add/Change Screen Access:
Please Notate (I) Inquiry, or (A) Update access for each screen and the screen number.  Notate (D) to remove or deny access to a particular screen.
Example:  I102, A100, D405


*Signatures:

* Department Head: ________________________________  Date: _________________

*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.