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USER CODE

Administrative Information Services Access Request Memorandum

AIS Use Only
Document Number

Send to: Customer Help Center
Room 2 Administration Bldg -- Phone: 353-4420 Ext 311

Requestor's Information

Name (Printed)	Phone	Date Prepared	Date Needed
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Type of Request (Check One)

<input type="checkbox"/> Add this User	<input type="checkbox"/> Change this User	<input type="checkbox"/> Delete this User	<input type="checkbox"/> Application Setup (<i>AIS Use Only</i>)
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User Information

Full Name	Address	Phone	Employee ID
Descriptive Job Title	Department Name	Common Unit Code	Account #

Application Access Information For:

Webcredit

Description of Access and/or Special Instructions:

For each person listed below, please give access to the CreditCard (webCredit) D6501 application on NTWEB11 and place them in the group(s) marked. For further information on filling out this form, please see

http://ntweb1.ais.msu.edu/d5211/webcredit_arm.htm

Give access marked below for these StoreIdentifier: _____

Give access marked below for these StoreIdentifier:

Name	MSUNetID	Access Group			
		Processor	Manager	Auditor	Manual-Only
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Access Group

Permissions Granted to webCredit Screens

- P0222_StoreProcessor Allowed to settle credit card charges, issue credits / voids, run reports.
- P0222_StoreManager Allowed to modify store configuration parameters (i.e., address, phone, etc.)
- P0222_StoreAuditor Allowed to run reports, search for and display individual transactions.
- P0222_Store_Manual Allowed to manually enter transactions only. Usually assigned to student employees

For Authorized Signers Only:

Revised: 6/21/02 (CredCard)

Signature & Printed Name of Unit Head or Security Contact Responsible for User	Date:
Signature & Printed Name of Application Steward Responsible for Application Data	Date:

This Section to be Completed by Administrative Information Services

User ID(s)	SecurID #	Completed By
		Completion Date