

**IT Services Access Request Memorandum**

Send to: Information Technology Services  
450 Auditorium Road, Room 404 -- Phone: 432-6200

**Requestor Information**

Name (Printed)	Phone	Date Prepared	Date Needed
Department Name		Organizational Unit Code (CUC)	

**Request Purpose: Grant access to eGradFel – Graduate Fellowship Action Approvers**

**Approval Levels:** List individuals in your unit who need access to FTU to **approve/disapprove** Graduate Fellowship Forms. Please make sure there are at least two individuals who have approver access at every level used.

**Dept Level 1** – Typically a supervisor review level or department Chair or someone who acts on their behalf.

**Dept Level 2** – Optional\* - Typically a department Chair, if Level 1 approver is a supervisor or non-department Chair.

**College Preview** – Optional College Use Only\* - Typically a college Secretary or Admin Assistant who reviews after Dept approval but prior to the official College approval.

**College Level** – Typically an Associate Dean or Budget Officer for the college or someone who acts on their behalf.

Select Action	Responsible ORG Unit Code	Approver Level *Optional	User Name	MSU NetID
<input type="checkbox"/> Add <input type="checkbox"/> Remove		<input type="checkbox"/> Dept Level 1 <input type="checkbox"/> College Preview* <input type="checkbox"/> Dept Level 2* <input type="checkbox"/> College Level		
<input type="checkbox"/> Add <input type="checkbox"/> Remove		<input type="checkbox"/> Dept Level 1 <input type="checkbox"/> College Preview* <input type="checkbox"/> Dept Level 2* <input type="checkbox"/> College Level		
<input type="checkbox"/> Add <input type="checkbox"/> Remove		<input type="checkbox"/> Dept Level 1 <input type="checkbox"/> College Preview* <input type="checkbox"/> Dept Level 2* <input type="checkbox"/> College Level		
<input type="checkbox"/> Add <input type="checkbox"/> Remove		<input type="checkbox"/> Dept Level 1 <input type="checkbox"/> College Preview* <input type="checkbox"/> Dept Level 2* <input type="checkbox"/> College Level		
<input type="checkbox"/> Add <input type="checkbox"/> Remove		<input type="checkbox"/> Dept Level 1 <input type="checkbox"/> College Preview* <input type="checkbox"/> Dept Level 2* <input type="checkbox"/> College Level		
<input type="checkbox"/> Add <input type="checkbox"/> Remove		<input type="checkbox"/> Dept Level 1 <input type="checkbox"/> College Preview* <input type="checkbox"/> Dept Level 2* <input type="checkbox"/> College Level		
<input type="checkbox"/> Add <input type="checkbox"/> Remove		<input type="checkbox"/> Dept Level 1 <input type="checkbox"/> College Preview* <input type="checkbox"/> Dept Level 2* <input type="checkbox"/> College Level		
<input type="checkbox"/> Add <input type="checkbox"/> Remove		<input type="checkbox"/> Dept Level 1 <input type="checkbox"/> College Preview* <input type="checkbox"/> Dept Level 2* <input type="checkbox"/> College Level		

Selecting **Add** will add responsibility as an approver for the identified Organizational Unit and Approver Level to the person indicated.

Selecting **Remove** will remove responsibility as an approver for the identified Organizational Unit and Approver Level from the person indicated.

If the individual has left the University, please fill out <http://aissecuritycontact.ais.msu.edu/arms/DeleteUser.pdf> and check

'This User has left the University'.

Rev: 01/11/13 (eGradFelApprover)

**For Authorized Signers Only:**

Signature & Printed Name of Unit Head or Access Approver Responsible for User X _____	Date:
Signature & Printed Name of Application Steward Responsible for Application Data X _____	Date:

**This Section to be Completed by Information Technology Services**

User ID(s)	Comments:	Completed By
		Completion Date