



Oregon  
University  
System

**Chancellor's Office  
Access Request Form  
OUS Aggregate Warehouse  
FIS & HRIS**

**Office of the Chancellor**  
P.O. Box 488  
Corvallis, OR 97339-0488  
FAX (541) 737-0850  
PHONE (541) 737-3336  
<http://www.ous.edu>

**To complete this form:**

- Fill out Sections A, B and C.
- Send the completed document to Banner-Access in the Controller's Division.  
(Note: To expedite your request, this document may be faxed, and the original sent as follow-up.)

**Section A – Requestor Information**

Name: \_\_\_\_\_ Date Access Needed: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Campus ID # \_\_\_\_\_  
 Department: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Institution: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

**Section B - Description of Access Need(s)**

Describe, as best you can, your **business role** that necessitates this access. Please provide as much detail as possible. Attach additional paperwork if necessary.

- Are you replacing someone? If so, indicate their name here: \_\_\_\_\_

**Section C - Department Signatures Required for Approval:**

Name of Person Gaining Access (Printed)	Signature of Person Gaining Access	Date
Supervisor's Name (Printed)	Supervisor's Signature	Date

**Security Administration - Office Use Only**

**Warehouse Access Provided:**

**FIS** \_\_\_\_\_  
 Director of Accounting & Reporting Date

**HRIS** \_\_\_\_\_  
 Controller Date

\_\_\_\_\_  
 CO Security Administrator Date