

**TEXAS A&M UNIVERSITY SYSTEM
SYSTEM ADMINISTRATIVE AND GENERAL OFFICES**

REQUEST FOR FAMIS ACCESS TO MEMBERS OTHER THAN SAGO

With few exceptions, you have the right to request, receive, review and correct information about yourself using this form.

SECTION I: USER INFORMATION

1. List User Name: _____
2. List FAMIS ID: _____ 3. List UIN: _____
4. List Departmental Access, or "ALL" for all Departments: _____
5. Type of Access (circle one): _____ Inquiry-Only _____ Update _____
6. Module for Access (circle one): _____ FRS _____ FFX _____ SPR _____ AFR _____
7. List System Member(s) for which access is requested, or "ALL" for all TAMUS FAMIS Members. _____

SECTION II: PURPOSE OF REQUEST

Briefly describe the reason why access to another Member is necessary:

SECTION III: REQUESTING DEPARTMENT INFORMATION

1. Requesting Department Name: _____
2. Name of the Department Head: _____
By signing below, Department Head Approves Request for Access:
- 3a. Department Head Signature: _____
- 3b. Date Approved: _____

PLEASE CONTACT A SAGO FAMIS SECURITY OFFICER AT 979.458.6100 IF THERE ARE ANY QUESTIONS.