AudienceView Enterprise Ticketing & Credit Card Processing Access
UMD Glensheen

User Information:	
Name:	**Internet (x.500) ID:**
Department Information:	
Campus Mailing Address: University of Minnesota UMD - Glensheen 3300 London Rd Duluth, MN 55804	Phone: 218-726-8910 Deptid: 10362

AudienceView	
☐ New User ☐ Change an existing user	User Start Date: User End Date (if known):
AV Groups: *(check one)*	
☐ UMDGLN Ticket Sales ☐ UMDGLN Event Sales ☐ UMDGLN Assistant Ticket Manager	☐ UMDGLN Ticket Manager ☐ Accounting
AV Roles: *(check all that apply)*	
☐ UMDGLN Tour Ticket Seller ☐ UMDGLN Office Ticket Seller ☐ UMDGLN Event Seller ☐ UMDGLN Student Event Seller ☐ UMDGLN Assistant Ticket Manager	☐ UMDGLN Ticket Manager ☐ UMDGLN Office Manager ☐ UMDGLN Tour Captain ☐ UMDGLN Accounting Manager

Credit Card Non-Disclosure Form (new users only)
The Non-Disclosure form is required, please check if you have attached the form. ☐ Yes *the Non-Disclosure form is attached to the ServiceNow ARF.*
Credit Card Processing (a.k.a. CCAD) *(check one)*
☐ This user **will be** processing or viewing credit card transactions ☐ This user **will not be** processing or viewing credit card transactions (i.e., run reports, customer relations etc.) ☐ Both statements apply. This user will be using multiple computers: one to process credit card transactions and one for running reports, customer relations, etc.

For use by the AV Configuration Team only:	
Processed by:	Process date: