Information Technology
BDMS
Access Request Form (v1.3)

Request Purpose [ ] **Date** [ ]

Point Of Contact

Last Name	First Name	Department	Title	Ext. #

BDMS Application [ ]

* BDMS Access Level descriptions:
    Viewer- can View documentation only
    Scanner- can View, Scan, Update and Print documentation
    Administrator- same as Scanner; can also add/remove users

Banner Account Information

Employee ID	Banner Username	BDMS Access Level*	Last Name	First Name	Title	Ext. #

Comments [ ]

Supervisor [ ] Signature _____ Date _____ Ext. # [ ]

Administrator [ ] Signature _____ Date _____ Ext. # [ ]

For Information Technology Use Only

Comments _____

Processed By _____ Signature _____ Date _____ Ext. # _____