

Accounting Services

Journal Entry System Authorization

Use this form to request new access to the Journal Entry System, remove a previously authorized user from the system, or request a change of department. **Instructions:** Fill in the shaded areas as requested below. Please click or tab to each shaded area to enter information into the form. Should you need help with any field, select that field and press F1. If you need further assistance please contact Craig at 7-4235. The form should be printed and mailed to Accounting Services, 1080 Administration Building, ATTN: JES Approval Request

TYPE OF REQUEST:

EMPLOYEE IDENTIFYING INFORMATION:

Last Name

First Name

Phone Number

E-Mail Address

Department/College

Address (Rm & Bldg)

TECHNICAL INFORMATION:

Do You Currently Have a Novell Account?

If you currently have a Novell login, please provide the following information:

Login Name

Context

Computer Type

Operating System

Microsoft Office Version

Name and phone number of LAN Administrator or Technical Support Person for your department

Please briefly describe why you need access to the Journal Entry Spreadsheet System:

Requestor's Signature _____ Date:

Immediate Supervisor's Signature _____

Accounting Approval Initials _____ Date: _____