



**ACCESS REQUEST**  
**IMAGENOW (DOCUMENT IMAGING SYSTEM)**

**Instructions:** This form is designed for employees who need to request or change additional access to the Document Imaging System - ImageNow. Please complete this form, have it signed by Area Director and return it to Office of the Vice Chancellor for Student Services and Enrollment Management at 237 UPAV.

Name (print) \_\_\_\_\_ Unique Name \_\_\_\_\_  
Department \_\_\_\_\_ Phone \_\_\_\_\_

List changes below. Indicate type of **Change** (A=add, C=change, R=remove), **Area**, **Access Type** desired (M=maintain, V=view only). Obtain **Owner Signature** as specified on reverse side.

Change	Area	Access Type	Owner Signature/Date

Please explain why this access is needed:

Department Head Approval \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of department head is required at the bottom of the form; forward signed form to the appropriate Area Directors for authorization (see reverse side for list of Areas). Area Director will return completed form to Office of the Vice Chancellor for Student Services and Enrollment Management at 237 UPAV, for processing.

The following Area Directors must sign to authorize access to appropriate ImageNow drawers, based on the Area a user is requesting access to:

<b>Areas:</b>	<b>Example:</b>	<b>Data Owner:</b>
Undergraduate Admissions	HS and College Transcripts, Application, and other documents	Undergraduate Admissions, 245 UPAV
Registrars	Old Transcripts, Add/Drop forms, Grade Change forms, etc...	Registrar, 266 UPAV
Financial Aid	All documents submitted by students for their FAFSA review	Financial Aid, 277 UPAV
Graduate Admissions	College Transcripts, Application, and other documents	Graduate Admissions, 251 Thompson Library
Academic Advising and Career Center	Verification Form; BAS and Advising	Academic Advising and Career Center, 285 UPAV
Human Resources	HR related documents	Human Resources, 213 UPAV
Cashiers/Student Accounts	Student Account related documents	Cashiers, 261 UPAV
School of Education and Human Services	Education Students related documents	SEHS, 410 FH
School of Health Professions and Studies	SHPS students documents	SHPS, 2205 WSW