



NORTHEASTERN
STATE UNIVERSITY

**iMagio Access
ACTION Form**

Name:		User ID:
		User N#:
Department:	Extension:	User email address:
Is the request for a student worker? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the request for a staff member? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the request for a faculty member? <input type="checkbox"/> Yes <input type="checkbox"/> No		Print Sponsor Name: _____ Sponsor Signature: _____ Date: _____

Is this access request identical to another User's access? Yes No
 UserID to match: _____

User needs the following iMagio Access: <input type="checkbox"/> Search Only (Web Access/Read Only) <input type="checkbox"/> Search/Modify (Web Access) <input type="checkbox"/> Scan/Index/Search (Read/Write/Delete) <input type="checkbox"/> Scan/Index/Search (Read/Write)	Repositories: <input type="checkbox"/> AR <input type="checkbox"/> AP <input type="checkbox"/> Financial Aid <input type="checkbox"/> Admissions <input type="checkbox"/> Housing <input type="checkbox"/> Accounting <input type="checkbox"/> FERPA <input type="checkbox"/> Purchasing
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- All required signatures must be provided before ID Services can process this form.
 - After Submitting the form to ID Services, please allow at least three working days for processing.
 - Passwords are automatically set to the same as the user ID, please change password after receiving access.
 - Please allow **24-48 hours** after receiving for processing and uploading into the system.
- For assistance with access, call ID Services at ext. 2577.

Complete this form and bring it to ID Services in the Case Building.

FOR OFFICE USE ONLY: Date: _____ By: _____ email sent: _____

ID email: _____