

**USER INFORMATION**

NAME: \_\_\_\_\_ DU ID#: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

BANNER USERNAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

**Please indicate the location you need to administer:**

1. Do you need to grant entry access to a specific lot?

Lot Name: \_\_\_\_\_

Lot Name: \_\_\_\_\_

2. Do you need to grant entry access to all parking lots?

Yes: \_\_\_\_\_

3. Do you need to run location reports?

Location: \_\_\_\_\_

Location: \_\_\_\_\_

Additional information:

\_\_\_\_\_  
\_\_\_\_\_

Form Prepared By: \_\_\_\_\_ Preparer's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**APPROVING SIGNATURES**

Comments:

Appropriate Security Classes:

\_\_\_\_\_  
1. Department Manager Date

\_\_\_\_\_  
2. Division Head/Budget Officer Date

\_\_\_\_\_  
3. Parking System Signatory Date  
*Dana Ledbetter (fax: 12661)*

\_\_\_\_\_  
3. ID System Signatory Date  
*Darren Moitzfield, ID Office Manager (fax: 14662)*

\_\_\_\_\_  
5. AIS (fax: 17998) Date

After obtaining all required signatures, please submit this form to Administrative Information Services (AIS) for processing.