



**USER INFORMATION**

DEPARTMENT: \_\_\_\_\_ EMPLOYEE POSITION IS:  NON-BENEFITED  BENEFITED  
NAME: \_\_\_\_\_ DU ID#: \_\_\_\_\_ PHONE: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_ USERNAME: \_\_\_\_\_  
JOB TITLE: \_\_\_\_\_

**Please answer the questions below:**

1. Do you need to view?  
 Accounts Receivable Information
2. Do you need to update?  
 Contracts, Installments  
 Payments, Tuition, Fees  
 Exemptions, Contracts, Installments
3. Do you need to view Cognos Reports?  
 Internal Student Financial Services Reports

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. Banner Accounts Receivable Signatory Date 4. Enterprise Application Services (fax: 17998) Date  
Carole Eigsti or Jonathan Dummitt, Bursar's Office (fax: 14401) Or you may email: [eas@du.edu](mailto:eas@du.edu)

After obtaining all required signatures, please submit this form to Information Technology, Enterprise Application Services for processing.