



Request for Argos User Account

Access Level: Report Viewer

INSTRUCTIONS:

SECTION 1: User requesting access completes this section.

SECTION 2: Approval by Manager/Supervisor. **Signature is required**

SECTION 3: Mark the functional area(s) in first column. Provide **specific reason for access** in second and **Signature** and **Date** in third.

SECTION 4: Requires Signature of VP for Enrollment Management.

SECTION 5: Requires Signature of VP for University Affairs.

SECTION 6: Requires Review and Signature by Office of Institutional Effectiveness

NOTE: *All approved users will have access to the ENROLLMENT DASHBOARD and COMMON folders; others as approved.*

Section 1: User Information

Name:		Network ID:	Example: JDoe (John Doe)
Department:		Job Title:	
ASU Email Account:	@asurams.edu	Phone Number:	
User's Signature:		Request Type:	☐ New ☐ Modify

Section 2: Approval by Manager/Supervisor

Supervisor's Name: (print)		Date:	
Supervisor's Job Title:		Supervisor's Phone:	
Supervisor's Signature:		Supervisor's Email:	@asurams.edu

** Supervisor's signature indicates that the security requested for the above listed person is appropriate for their job duties.*

Section 3: Access to Functional Area(s)

Functional Area:	Reason for needing such access:	Functional Area Supervisor's Signature & Date:
☐ Enrollment Dashboard	Temporarily unavailable; 2026	
☐ 1-Common		
☐ Academic Affairs & Departments		
☐ Accounting Services		
☐ Admissions		
☐ Advising		
☐ Athletics		
☐ Auxiliary Services		
☐ Bursar		
☐ Center for Faculty Excellence		
☐ College of Education		
☐ Cordele Center		
☐ Distance Learning		
☐ Dual Enrollment		
☐ EMSS		
☐ Enrollment Management		
☐ Financial Aid		
☐ Grades (Registrar)		
☐ Graduate School		
☐ Health Services		
☐ Housing		
☐ Human Resources		
☐ Institutional Research		
☐ ITS		
☐ Registrar		
☐ Shared (Bursar)		
☐ Vet Military		
User's Signature:		
Supervisor's Signature:		

SECTION 4: Requires Signature of VP for Enrollment Management	
SECTION 5: Requires Signature of VP for University Affairs	
SECTION 6: Requires Signature from Institutional Effectiveness	