

# Student Business Services TouchNet User Access Request Form

This form must be completed by the applicant or supervisor. All fields are required.

Type or print clearly, sign the form, and send the completed document to: msandoval2@utep.edu

## Applicant Information

Applicant Name:

Title:

Department:

Campus Phone:

UTEP Email Address:

## Database Instance

TEST

PROD

## System Module

uStore

uPay

## Request Action

Add User

Delete User

Modify Access

## uStore Role Access

Store Manager

Accountant

Fulfiller with refund/cancel rights

Fulfiller

Store Clerk

## uPay Role Access

uPay Site Manager

Payment Clerk

Accountant

uStore or uPay Site Name:

Expected Deadline Date:

Business Justification for Access: