CM SAP Authorization Request

SAP @ Ole Miss

Instructions:

1. **Complete form;** *signature of department head is required.*
2. **Fax completed form to x7180.**

Request New License — Replacing
❑ *Yes* _____

Request Change to Active License
❑ *Yes*

Delete License
❑ *Yes*

Employee Name: _____

Phone Number: _____

Email Address: _____

Department: _____

Building and Room #: _____

Supervisor/Manager: _____

Do you have the SAP GUI installed on your computer?
❑ Yes
❑ No

Computer Platform:
❑ Macintosh
❑ PC

_____
Department Head Signature Date

Campus Management Training and Access	Request		For Official Use Only		
	Training	Access	Trained	Access	Processed
CM Beginners*					
Student Master Data *(Personal Data, Address, Related Persons, Visa/Residence Data, Ethn. Origin, Service Status, Advising Data, Prospect Data, Medical Records, External Transcripts/Test Results, Challenge Data, Special Groups, Achievements, Greek Organizationa)*					
Student File *(Admissions, Registration, Major/Minor/Emphasis, Status, Holds, Progression, Qualifications, Requests, Activity Documents, Correspondence, Notes)*					
Student File – Booking Students *(Registering students into classes)*					
Admissions – Process Applications *(U.G., Grad., and Law Admissions)*					
Orientation *(Orientation Office & Academic Support)*					
Event Planning *(COI Access in SIS)*					
Dean's Office *(Change of Program and Overrides)*					
Registrar's Office *(Grades, De-Registration, Withdrawal)*					
Reporting					

*The **Beginners** Class is a **mandatory** pre-requisite ***for all other*** SAP training classes.

User ID

(For Official IT Use Only)

_____
IT Management Date

Date Request Processed _____

Available SAP license? ❑ **Yes** ❑ **No**