



Michigan Technological University
Houghton, MI 49931

Request for Access Finance ImageNow System

new request

change request

| | |
|------------------|--------------------------------|
| Name _____ | Current User ID _____ @mtu.edu |
| Title _____ | Office Phone _____ |
| Department _____ | Date _____ |

Finance Groups

- View Invoices/Journals/Purchase Orders - granted to designated individual in each dept
- Purchasing Card receipt/statement upload (website access)
- View Equipment Photos - granted to Equipment Coordinators
- View all documents with exceptions - granted to Accounting Services, Sponsored Programs, Internal Audit, Presidents office and Govt Relations office staff only
- Scan/Link all Documents with exceptions - granted to Accounting Services and Sponsored Program Accounting staff only
- Other Access _____

An Accounting Services representative will review your request. Image Now software will need to be installed on your computer by your systems administrator.

Access to student information is governed by federal law - the Family Educational Rights and Privacy Act (FERPA). Employees with access to student information must comply with FERPA. Go here for more information: <http://www.mtu.edu/registrar/faculty-staff/ferpa/>

Access privileges are issued to employees with the understanding that they will use the information thus obtained only in the conduct of their official duties, and that no information will be disclosed to other persons who do not have a need to know.

I certify that I understand my responsibilities as an authorized user of ImageNow.

I am responsible for the use and interpretation of any data extracted from the database.

Applicant's Signature

Date

Approval Signature (Supervisor): _____

Print Name: _____

Accounting Services Use Only

Date access granted

Data Custodian Signature