



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