



Maestro Security Role Access



Update Request Form

Instructions: Please fill out form completely and send to Business Services (T-0120) or email to accountingservices@tarleton.edu.

Employee Name: _____ UIN: _____

Department: _____ Job Title: _____

Email Address: _____ Phone Number: _____

Current Role(s):

Researcher/Faculty

Department Head

Associate Dean

Dean

Administrative Assistant (supporting active grant project)

Budget and Records Specialist (supporting active grant project)

Assistant or Associate Vice President

Vice President

Other (Explain in comments section)

Justification for Requested Update or Additional Comments:

Employee Signature: _____ Date: _____

Approval Signature: _____ Date: _____

BUSINESS OFFICE USE ONLY

Maestro Security Access Updated: _____ Date: _____

Employee Laserfiche Profile Updated: _____ Date: _____

Access Given: