

# FOCUS

## ACCOUNT REQUEST FORM

FOCUS accounts are assigned to those users designated within a department for specific reporting purposes. All information retrieved through a FOCUS account is subject to the policies pertaining to FERPA and all of the Lamar University policies.

**Section 1 -To be completed by the applicant.**

APPLICANT'S NAME: \_\_\_\_\_  
Last Name First Name Middle Initial

ACCESS REQUESTED: SOCIAL SECURITY #: \_\_\_\_\_  
(Circle each that apply)

CAMPUS: BT LIT RG DEPARTMENT NAME: \_\_\_\_\_

SYSTEM: FRS HRS SIS JOB TITLE: \_\_\_\_\_

EMPLOYMENT: Faculty Staff BOX: \_\_\_\_\_ EXT: \_\_\_\_\_

Justification for request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*I agree to use the account assigned to me for its intended purpose and not to distribute information or use the account in a way which may violate any Lamar University policy.*

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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**Section 2 -To be completed by the Vice President for Finance**

Access approved: \_\_\_\_\_ Access denied: \_\_\_\_\_

AUTHORIZATION SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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**Section 3 -To be completed by Security/Training**

The above user completed the Lamar University Training course for FOCUS on \_\_\_\_\_.

Trainer's Signature: \_\_\_\_\_

FOCUS USER NAME \_\_\_\_\_ SECURITY INITIALS: \_\_\_\_\_

DATE PROCESSED: \_\_\_\_\_

**Return form to the Central Computing Window in the Cherry Engineering Building**