

ARGOS REPORTS ACCESS / CREATION/CHANGE REQUEST

Control Number:

Requestor Information: *(To be completed by Requestor)*

List Report Name:	Change Type: New Change Access to Execute
Requestor Name :	POC and Phone Number:
Date of Request:	Anticipated Completion Date:
Authorized to see Sensitive Personal Identifiable Information (SPII) data	
Detailed Description:	
Comments/Enclosures:	
Supervisor's Printed Name , Signature and Date for Authorization	

REPORTS Completion Information: *(To be completed by Report Builder)*

Report Builder Name:	Change Status:
Assigned Date:	Implementation Date:
Report Name:	TXT CSV PDF
Comments/Enclosures:	
Location of Report in Argos:	
SHARED Report:	

REPORTS Completion: *(Signatures are required after the project has been completed)*

Project Roles	Names	Approval Information (Signature & Date)
Programmer / DBA / Reports Builder		
VP, Information Technology (when SPII data is requested)		

All data is used solely for official Hampton University business.