



New Mexico State University  
Auxiliary Administration  
Request for System Access

**Employee Information**

Date Required: \_\_\_\_\_

Installation Required:  Add:  Change:  Delete:

**System:**

Blackboard  EMS  Flex (Parking)   
Housing Director  Tesa/Onity  TMA

**Access:**

Insert  Update  View  Reports

Special Instruction:

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

Employee Name: \_\_\_\_\_ Aggie Id: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Dept: \_\_\_\_\_ Location: \_\_\_\_\_

**Reason for Access:**

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

**The login ID(s) and password(s) issued to you is your means of access to these systems. They are to be used solely in connection with performance of your authorized job functions. You should take all necessary steps to prevent anyone from gaining knowledge of your login ID(s) and password(s). The use of your login ID(s) and password(s) by anyone other than yourself is prohibited and should be reported to Auxiliary Computer Support at 646-5160 or ppadgett@nmsu.edu**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Approved By: \_\_\_\_\_ Approved Date: \_\_\_\_\_  
Business Manager/Department Head/Director/Data Custodian

Completed By: \_\_\_\_\_ Completion Date: \_\_\_\_\_