

# Longwood University - Argos Viewer Access Request

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## Employee Information

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Employee Name:

Date:

Email Address:

Phone:

Department:

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## Report Folder Access Requested

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Student Academic

Access-Managed Subfolders:\*

Honors College

SACSCOC

Finance

Financial Aid

Admissions

Enrollment Management

Human Resources

Other, Specify: \_\_\_\_\_

\*Only select a subfolder area if being directed to do so by the owner of that area

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## Approvals

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Employee: I have read the Acceptable Use of Information Technology Resources and Systems  
**Policy 6002** and Student Records and Annual Notification  
**Policy 1009** and understand my responsibilities in protecting data.

Employee Signature \_\_\_\_\_

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

Supervisor Signature \_\_\_\_\_

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

**\*\*Data owner approval will be obtained before access is granted.**