

## ARGOS REPORTS ACCESS / CREATION/CHANGE REQUEST

Control Number:
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**Request Information:** *(To be completed by Requestor)*

REPORT Name:	Change Type: New      Change      Access to Execute
Requestor:	Phone Number:
Date of Request:	Requested Due Date:
<b>Authorized to see Full Sensitive Personal Identifiable Information (SPII) data</b>	
Date of Birth	SSN
Passport	Visa
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      BAND (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.**