



**Student Business Services
TouchNet User Request Form**

This form is to be filled out by applicant or supervisor; ALL information is required.

The person authorizing the access must submit this form. Send signed document to: msandoval2@utep.edu

Applicant's Name

Title

Department

Campus Phone

UTEP E-mail Address

Database Instance

Test Production

Adding User Removing User

Assigning/Re-Assign Role

- Store Manager
- Accountant
- Fulfiller with Refund/Cancel rights
- Fulfiller
- Store Clerk

uStore/uPay Site requesting access to

Requirements:

- New users requesting access to Marketplace must complete this form before privileges can be granted.
- Store managers can assign roles (Fulfiller, with or without cancel refund rights, Store Clerk, Accountant) to any existing Marketplace user.
- New users must be requested with this form prior to assigning a store role.

Expected Deadline Date:

- An approximate 30 business day turnaround timeframe for the completion of a UStore or UPay site request.
- UStore or UPay site will be started once all forms are submitted with all required information.
- Documents that are incomplete will be returned to sender and will delay the UStore/UPay set-up process.

Signatures:

By signing this form I understand the provisions of the Touchnet Access Request form

Individual requesting access

Date

Supervisor /Department Head approval

Date

SBS Director or Assistant Director

Date

OFFICE USE ONLY		
User ID:	Temp PW:	Sent On: