



**TOUCHNET ACCESS 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 by creating a ticket on NSU's Service Manager on your desktop: using "other software issues" and attach this document.**

<b>Print Applicant's Name</b>		<b>NSU ID number</b>	<b>Title</b>
<b>School/College/Division</b>		<b>Department/Campus Phone</b>	
<b>NSU E-mail Address (Applicant must have NSU E-Mail account)</b>			
<b>BLACK BOARD TRAINING</b>			
<input type="checkbox"/> I affirm that I have completed the Mandatory Marketplace Training		<b>Date Completed:</b>	
<input type="checkbox"/> I affirm that I have completed the Mandatory PCI Compliance Training on Blackboard		<b>Date Completed:</b>	
<input type="checkbox"/> I affirm that I have viewed the TouchNet Access Video		<b>Date Completed:</b>	
<input type="checkbox"/> I affirm that I have viewed the TouchNet Cashiering Video		<b>Date Completed:</b>	
<input type="checkbox"/>	<b>Create NEW Account</b>		
<input type="checkbox"/>	<b>Change EXISTING Account</b>		
<input type="checkbox"/>	<b>Delete EXISTING Account</b>		
<b>Access and Roles</b>			
<b>UCommerce Central Account (INITIAL ACCESS GIVEN BY OIIT SECURITY)</b>		<b>C21175.</b>	
<input type="checkbox"/> User Administration Access <input type="checkbox"/> Regular Access <input type="checkbox"/> Deactivate User Access <input type="checkbox"/> Lock User Access			
<b>BOE-Business Office Edition (ACCESS GIVEN BY TREASURY)</b>		<b>Campus/Office</b>	
<b>Banner User ID:</b>	<b>COMPUTER NUMBER:</b>	<b>Merchant ID#</b>	
<input type="checkbox"/> Cashier <input type="checkbox"/> Cashier Supervisor <input type="checkbox"/> Office Admin <input type="checkbox"/> Reporting User <input type="checkbox"/> Executive Admin <input type="checkbox"/> Web Departmental Deposit Administrator <input type="checkbox"/> Web Departmental Deposit User <input type="checkbox"/> Accounting User <input type="checkbox"/> Process Credit <input type="checkbox"/> Resubmit Failed Batch <input type="checkbox"/> Deactivate User			
<b>TouchNet Payment Gateway (ACCESS GIVEN BY WEBTEAM/TREASURY)</b>		<b>Merchant ID#</b>	
<input type="checkbox"/> TPG Administrator <input type="checkbox"/> Manage ERP Transactions <input type="checkbox"/> View ERP Transactions <input type="checkbox"/> Process ACH return file <input type="checkbox"/> Modify Processor Identifiers <input type="checkbox"/> Approve Processor Identifiers Modifications <input type="checkbox"/> Credit Card <input type="checkbox"/> ACH <input type="checkbox"/> Debit <input type="checkbox"/> Campus Card <input type="checkbox"/> Accountant <input type="checkbox"/> Bursar <input type="checkbox"/> Cashier <input type="checkbox"/> Process Credit <input type="checkbox"/> Resubmit Failed Batch			
<b>Marketplace Operations Center (ACCESS GIVEN BY WEBTEAM)</b>		<b>Store/uPay Site/Merchant #</b>	
<input type="checkbox"/> Merchant Manager (OIIT only) <input type="checkbox"/> Accountant <input type="checkbox"/> Store Manager <input type="checkbox"/> Store Contact <input type="checkbox"/> Fulfiller (Refunds) <input type="checkbox"/> Fulfiller <input type="checkbox"/> Process Credit <input type="checkbox"/> Resubmit Failed Batch <input type="checkbox"/> uPay Site Manager <input type="checkbox"/> uPay Payment Clerk <input type="checkbox"/> uPay Accountant <input type="checkbox"/> Deactivate User			
<b>Bill + Payment (ACCESS GIVEN BY WEBTEAM)</b>		<b>Department</b>	
<input type="checkbox"/> System Settings Administrator <input type="checkbox"/> Business Settings Administrator <input type="checkbox"/> General Operations Manager <input type="checkbox"/> Payment Plan Manager <input type="checkbox"/> eRefunds Manager <input type="checkbox"/> eDeposits Manager <input type="checkbox"/> eStatements Manager <input type="checkbox"/> Communications <input type="checkbox"/> Customer Service <input type="checkbox"/> Customer Service View Only <input type="checkbox"/> Reports Access			

**Department Supervisor or Manager Authorization and other Authorizations NOTE:**

<b>Supervisor/Authorizer's Full Name &amp; Title</b>	<b>NSU E-MAIL ADDRESS</b>
<i>I authorize the employee for the profile listed in the above document. I understand it is my responsibility to notify Touchnet Security Officer if the employee's employment is terminated or a change in duties requires a role adjustment.</i>	
X	Date: _____
X	
<b>Print Supervisor/Authorizer's Full Name &amp; Title Above</b>	<b>NSU ID#</b>
<input type="checkbox"/> External and Internal Auditing View Reports ONLY Access (Name: _____)	<b>NSU ID#</b>