

**APPWORKS WEB INTERFACE
EXTERNAL USER ACCESS REQUEST FORM**



Institution Information				
Institution's Name			School Code	Campus Code
Institution's Address	City	State	Zip Code	Telephone Number ()
User Information				
Name (last, first, middle initial)				
Title	Department	Telephone Number ()	E-mail Address	
Do you currently have an ACS User ID? _____		If yes, please provide _____		
User Access Requested				
Request Type: <input type="checkbox"/> New <input type="checkbox"/> Change/Update <input type="checkbox"/> Delete	System: <input type="checkbox"/> Servicing <input type="checkbox"/> Loan Origination	Access Level: (See page 2 for access level details.) <input type="checkbox"/> School Web User – Level 1 <input type="checkbox"/> School Web User – Level 2 <input type="checkbox"/> School Web User – Level 3		
Please read before signing below				
I understand logon ID's, passwords and access codes are a primary means of providing security for computer systems and data stored within those systems. Access will be granted in accordance with my job responsibilities. I also understand that I am accountable for all activities performed using my login ID. I must handle all information made available to me in accordance with Corporate Data Security policy and departmental procedures. <u>I must not disclose my password to anyone.</u>				
Authorizing Signatures				
User _____ (Signature not required when deleting access.)		Date _____		
School Authorized Official (Director/Sr. Management) _____		Date _____		
Authorized Official's Name (please print)		Authorized Official's Title		Authorized Official's Telephone Number ()
To expedite this User Access Form, please fax to ACS Campus Support Services at 800.508.0788				
ACS USE ONLY – Authorizing Signatures				
<input type="checkbox"/> New <input type="checkbox"/> Change/Update <input type="checkbox"/> Delete CSS Rep Signature _____ Control Desk _____	Web Servicing ID _____ Web LO ID _____ Completed by Help Desk _____			



How to fill out the External User Access Request Form

Institution Information Section (Required Information)

Print the institution's complete name/campus code.
Print the institution's address/phone number.

User Information Section (Required Information)

Print the last name, first name, and middle initial of the employee.
Print title, department, telephone number, and E-mail address.
If the user currently has an assigned User ID – please provide.

User Access Requested

Request Type:

Check the appropriate box to identify if the request is for:

- New Access (first time user)
- Change/Update Access (current web user with an assigned User ID/password)
- Delete Access

Access Level:

Check the appropriate box to identify the access level:

<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Application Retrieval <ul style="list-style-type: none"> ▪ View Loan Details ▪ View Loan History ▪ View Application Details 	Application Retrieval <ul style="list-style-type: none"> ▪ View Loan Details ▪ View Loan History ▪ View Application Details ▪ Change School information ▪ Change Borrower/Student information ▪ Change miscellaneous information Create New Application/ Certification	Application Retrieval <ul style="list-style-type: none"> ▪ View Loan Details ▪ View Loan History ▪ View Application Details ▪ Change School information ▪ Change Borrower/Student information ▪ Change miscellaneous information ▪ Process Disbursement and Loan Transactions Create New Application/ Certification Hold/Release Processing

Note: School will be responsible for notifying ACS upon the departure/termination of any employees that have access.

Distribution

Submit original to ACS Campus Support Services.
Fax a copy to Campus Support Services at 800.508.0788 (priority school fax).
Retain a copy for your records.

For additional information, please contact the appropriate office listed below:

Schools

ACS
Campus Support Services
2277 East 220th Street
Long Beach, CA 90810-1690

800.835.0177 (priority school hotline)
800.508.0788 (priority school fax)

email: campus.support@acs-inc.com

Servicing

ACS
Deferments, Forbearances, and Correspondence
P.O. Box 7051
Utica, NY 13504-7051

800.835.4611 (Borrower Services)

ACS Web Based Services

www.acs-inc.com/education