

**Yale University**  
**Student Financial and Administrative Services**  
**Resource 25 Access Request**

*Please FAX requests to 2-2787.*

**Request for Access to Resource 25 Only**

Note: This request must be signed by a Departmental Administrator or authorized by SFAS. Access to Resource 25 requires the set-up of an Oracle account. If the request is for R25 only, no access to Banner student data will be granted.

**A. Need for Access**

- 1) Identify the employee for whom access to Resource 25 is requested.

Name (please print) \_\_\_\_\_ Phone \_\_\_\_\_

Title \_\_\_\_\_ Building \_\_\_\_\_

Department \_\_\_\_\_ Room No. \_\_\_\_\_

Net ID \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_

- 2) Please explain the duties of the person and why R25 access is needed. Include all scheduling requirements.

- 3) Is this person replacing an employee who had access to Resource 25?     Yes                     No

Is Yes, who? \_\_\_\_\_ NetID \_\_\_\_\_

Did the person leave this position for another at Yale?                     Yes                     No

Should access to Resource 25 be deleted for the person who left?     Yes                     No

If yes,  immediately                    or                     future date \_\_\_\_\_?

**B. Hardware and Software Configuration**

1. Kind of computer

PC Compatible

Macintosh

Model: \_\_\_\_\_

NOTE: You must have YAMS (Yale Administrative Menu System) to access Resource 25.

**Departmental Authorization:**

Name & Title of Authorizer (please print) \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Authorizer \_\_\_\_\_ Date \_\_\_\_\_

To be completed by SFAS:

SFAS Approval \_\_\_\_\_ Date \_\_\_\_\_ Forwarded \_\_\_\_\_