NM STATE UNIVERSITY

New Mexico State University
University Accounts Receivable
CashNet™ Access

Instructions: To request add/change/remove access to CashNet. If employee will be accepting credit cards, PCI DSS Compliance Training must be completed prior to requesting access. The training can be found at TrainingCentral.nmsu.edu. If this is a replacement for a past employee submit a request to remove access along with this request.

SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____

Employee Name: _____ Employee Title: _____

Employee Aggie ID: _____ E-mail Address: _____ Campus Box: _____

College: _____ Organization: _____ Department/Sub Dept: _____

SECTION 2: REQUEST DETAILS

☐ Add   ☐ Remove   ☐ Change (to existing security)

Replacement For: _____ Special Instructions: _____

Access Request:
☐ Auditor
☐ Cashier
☐ Cashier Supervisor
☐ Departmental Deposits
☐ eMarket: eMarket Name _____

UAR STAFF ONLY
☐ Cashiering Management
☐ System Administrator
☐ Inquiry Only

SECTION 3: REQUESTOR SIGNATURE

Printed Name: _____ Signature: _____ Date: _____
Requestor

☐ Check if you have had access in the past.

☐ I have completed PCI DSS Compliance Training in the last 12 months. Completion Date: _____

SECTION 4: OFFICIAL APPROVAL

Print Name: _____ Signature: _____ Date: _____
Dean / VP/ Director / Designee

SECTION 5: UAR APPROVAL

Print Name: _____ Signature: _____ Date: _____
Bursar / Designee

UAR OFFICE USE
Processed by: _____

| Print Name | Signature | Date |

UAR-Cashnet-Access.pdf, 10/2019

Reset