



Upstate Medical University

Lawson Computer Account Request Form

For information or assistance completing this form, please contact the IMT Help Desk at (315) 464-4115.

Account Requested For:

Name (Last, First, MI) _____

Upstate ID # _____ Department _____

Telephone # _____ Room/Building _____

Please check all that apply:

- Create New Lawson Account
- Modify Existing Lawson Account
- Delete Existing Lawson Account
- Create New Brio Account
- Create Web Requisitioning Account

User's Signature: _____ Date: _____

BUSINESS MANAGER APPROVAL

I hereby acknowledge that by signing this account request form, the above-named person is an Upstate Medical University employee or affiliate and needs this account for the performance of his/her job.

Print Business Manager's Name _____ Ext. _____
(Please print)

Business Manager Signature _____ Upstate ID # _____ Date _____

For Office of the Dean, Resource Management Use Only:

Enable Web Access to Reports in Lawson Print Directories

Make account same as existing username: _____ Company# _____

Sr. Assoc. Dean Signature: _____ Upstate ID# _____

Print Sr. Assoc. Dean's Name: _____

For IMT Use Only:

Date Received _____ Date Created _____ User ID _____

For MSG approvals: Fax completed form to 464-9721
or return to Dean's Office, Weiskotten Hall 1166.

For all other: Fax completed form to 464-4081
or return to IMT, WW Suite 200.