



## ANCOR USER REQUEST FORM

**Instructions:** Please complete sections 1 thru 4 contained within this form and have the appropriate people sign. Prior to providing access to the ANCOR system, new administrative users must read and accept the “administrative user” agreement. Please visit [Terms of Use](#) to read and accept the agreement. Completed and signed forms should be sent to Marge Ramsey, 303 George St., New Brunswick, NJ 08901, via email to: [maramsey@docs.rutgers.edu](mailto:maramsey@docs.rutgers.edu) or faxed to 732-932-7164.

### Section 1: Applicant Information

Name:	NetID:
Unit/Department:	Title:
Campus Address:	
E-mail Address:	Phone:

### Section 2: ANCOR Branch Administrative Role

**Type of Request** (*select only one option*)

New Access	Update/Change	Remove
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For definitions for each role below, please visit <http://ancor.rutgers.edu/policies/user-group-definitions>.

Branch Administrator I	Financial Manager
Branch Administrator II ( <i>View ONLY</i> )	Financial Assistant
Branch Catalog/Courses	Student Records Assistant

### Section 3: Basic Expectations of ANCOR Administrative Users

I have read and accepted the Basic Expectations of ANCOR Administrative Users. The agreement is located at [Terms of Use](#).

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*Applicant Signature*

\_\_\_\_\_

*Date*

### Section 4: Applicant Review and Approval

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*Applicant Signature*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Printed Name of Branch Administrator*

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*Signature of Branch Administrator*

\_\_\_\_\_

*Date*

#### Enrollment Services ONLY

<b>Date Received:</b>		<b>Date Implemented:</b>	
<b>Received By:</b>			
<b>Notes:</b>			