Access to the CASHNet system requires a User ID and password. There are several categories of access: Cashiering Users, Reporting Users, Inquiry Only Access, and eMarket Users. Before access can be granted, users are required to attend a training session provided by the Bursar’s Office.

Requestor Information

<table>
<thead>
<tr>
<th>Name</th>
<th>SJSU ID #</th>
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</thead>
<tbody>
<tr>
<td>Email Address</td>
<td>Phone</td>
</tr>
<tr>
<td>Dept. Name</td>
<td>Store Name (If eMarket user)</td>
</tr>
</tbody>
</table>

**Cashiering only**

- Cash Drawer
- No Cash Drawer
- Beginning Cash Drawer Balance:
- Authorize Voids/Reversals
- Department Deposit User

**Reporting/Inquiry**

- All transactions (Administrator)
- Within Dept Only (Department Deposit)
- Own Transactions (Cashiering)
- Selected Merchants Only (Emarket)
- Email Reports
- Save Reports (Administrator)
- Access to Customer Research Center (CRC)

**eMarket**

**Fulfill orders**

- Selected merchants
  List merchants ___________

**Refunds**

- Selected merchants
  List merchants ___________

**Store setup (Bursar’s Office only)**

- Selected merchants
  List merchants ___________
Confidentiality of Records

Unauthorized distribution, reproduction, modification, or deletion of any customer or student information outside the intended and approved use is strictly prohibited. Illegal access or misuse of this access is punishable by fine, dismissal from the University, and/or imprisonment. Further, university computer systems are for the use of authorized users only.

Requestor Agreement
By signing this form, I agree that I have read and understand the statement of confidentiality of records. I understand that my User ID and password are to be kept confidential; should I share this information, my ID will be disabled.

<table>
<thead>
<tr>
<th>Requestor’s Name</th>
<th>Requestor’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Official’s Approval
By signing this form, I approve this employee for access to the CASHNet system. I also agree to notify the Bursar’s Office if this employee leaves the university or changes positions which would require their operator ID be disabled.

<table>
<thead>
<tr>
<th>Approving Official Name</th>
<th>Title</th>
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<table>
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<tr>
<th>Approving Official Signature</th>
</tr>
</thead>
</table>

For Bursar’s Office Use Only
Operator ID Assigned: Date ID Created:
Operator Group: Access Granted by:
Dept Code: Date ID Disabled: