

Application for Individual Access to KLX - Baylor University

(Please print all information.)

- 1) Name: _____

Last Name
First Name
MI
- 2) E-Mail Address: _____
- 3) Job Title: _____
- 4) Employee ID # (Number on your Baylor ID card): _____
- 5) Telephone Extension (at Baylor): _____ Fax #: _____
- 6) Off-Campus Telephone # (if applicable): _____
- 7) Department Name: _____
- 8) What features of KLX should you be able to access?

Budget Office Use Only
Do not write in box.

Userid: _____

Group: _____

Setup Date: _____

Setup Admin: _____

PRD: _____

TRN: _____

BUD List: _____

KLX List: _____

KLX Feature	Access (Yes or No)
View Budget Information	
Input Budget Information during Budget Prep Process	
View Personnel Information *	
Input Personnel Information during Budget Prep Process*	

- 9) Is there someone whose access should mirror yours?
 (If you are taking someone's place, we could use their account as a guide to create yours.)

10) Department ID (or attach a sheet if necessary): Primary: _____

11) Additional Dept. IDs: _____

12) Your Signature: _____ Date: _____

13) Dept. Head (Printed): _____

14) Dept. Head Signature: _____ Date: _____

***Personnel Information includes employee salaries and compensation for the departments requested.**