

# Application for Individual Access to TRAX - Baylor University

(Please print all required information.  
Put N/A for fields with no answers, such as *Suffix*.)

- 1) Name: \_\_\_\_\_  
Last Name                      First Name                      MI      Suffix (Jr., Sr.)      Preferred Name
- 2) Name Prefix: \_\_\_\_\_ (Dr., Ms. or Mr.)
- 3) Job Title: \_\_\_\_\_
- 4) Employee ID # (Number on your Baylor ID card): \_\_\_\_\_
- 5) Telephone Extension (at Baylor): \_\_\_\_\_ Fax Telephone #: \_\_\_\_\_
- 6) Off-Campus Telephone # (if applicable): \_\_\_\_\_
- 7) Campus P.O. Box (if on Main Campus): \_\_\_\_\_ Waco, TX 76798
- 8) Street Address (Departmental): \_\_\_\_\_
- 9) City/State/Zip (Departmental): \_\_\_\_\_
- 10) Department Name: \_\_\_\_\_
- 11) Department Location (Bld. Name): \_\_\_\_\_ Room #: \_\_\_\_\_
- 12) Type of Computer:    Macintosh, PC ,    Other \_\_\_\_\_  
If you have a PC installation, what is your network userid? \_\_\_\_\_  
This can be obtained by rebooting your computer and recording the information prior to entering your network password. The network userid is directly above the box for entering your password.
- 13) Department ID (or attach a sheet if necessary): Primary: \_\_\_\_\_
- 14) Additional Dept. IDs:    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b><i>For TRAX Office</i></b> <b><u>Do not write in box.</u></b> Userid:  Primary Class:  Secondary Classes:    Requisition Authority:  Date of Setup:  Person doing Setup:
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15) Where to Ship Goods: \_\_\_\_\_ (Department, Central Receiving, etc.)  
The "Where to Ship Goods" is the default location, any specific order can be shipped to a different location other than the general default location.

16) E-mail Address: \_\_\_\_\_  
The following questions should agree with the Signature Authorization Forms.

17) Who approves the requisitions you prepare? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18) Names of all people for whom you approve requisitions:  
(Be sure and put your own name if you will approve your own Requisitions.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19) Who performs your approval duties when you are not available?  
(Your supervisor? This question is only applicable if you approve requisitions.)  
\_\_\_\_\_

20) 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.)  
\_\_\_\_\_

21) Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

22) Dept. Head (Printed): \_\_\_\_\_

23) Dept. Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you need additional room in order to answer the questions, attach a sheet of paper to this application with the additional information on it.