

## COWS Room Assignment Access Request

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### Request for Building and Room Update Access via SWASECT

My position duties include coordination of departmentally scheduled rooms and therefore maintenance access to the Banner form SWASECT is necessary to enter locations for academic course offerings. I understand that I must follow scheduling protocols and am responsible for the accuracy of information of departmentally scheduled rooms on academic course offerings.

Should my position duties change, I accept another position, or resign I understand my access will be terminated.

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Banner Account Login: \_\_\_\_\_

Requesting Departmental Room Access To:

| Building | Room Number(s) |
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Registrar Approval \_\_\_\_\_ Date \_\_\_\_\_