

UNIVERSITY OF ARKANSAS
REQUEST FOR ADVANCE AND/OR CRYSTAL REPORTS ID

Fill out all fields on this form. Print a copy and obtain the necessary signatures. Mail or fax to one of the addresses listed at the bottom of this form. For College and Department end-users to receive access to Advance, please obtain a signature from your College DOD.

Name: _____

Title: _____

College: _____

For ADC Employees (Circle one): **CES** **AES**

Department: _____

Campus Address: _____

UARK Email Address: _____

Campus Phone: _____

University ID: _____

Employee's Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Circle the appropriate option(s)

Please indicate the database system(s) for which you are requesting access:

Advance (For access to donor records and scholarships data. See note below for information on the ledger.)

Crystal Reports (For access to weekly gift reports or other regularly scheduled reports)

Please describe your administrative role and needs with regards to Advance data:

Send Completed Forms To:

For UAF:

University Development Information Services
Development Office
UNHS 200
Fax 479.575.2497

For ADC:

Program Manager
Office of the VP for Agriculture
ANSCE E-202
Fax 479.575.7066

NOTE: ID requests for the ledger system (transactions and account detail) are available at

<http://www.uark.edu/depts/uafound/otherforms.html>

For questions regarding the ledger, please refer to the University of Arkansas Foundation's website

<http://www.uark.edu/depts/uafound/> or Phone: 479.575.5581

STATEMENT OF CONFIDENTIALITY
OFFICE OF DEVELOPMENT
UNIVERSITY OF ARKANSAS, FAYETTEVILLE
AGRICULTURAL DEVELOPMENT COUNCIL

Advance is a licensed database system used to maintain alumni and donor records at the University of Arkansas at Fayetteville and Agricultural Development Council. Advance is the sole property of the Division of Advancement at the University of Arkansas and University System Division of Agriculture. These divisions reserve the right to authorize or deny access to Advance to ensure confidentiality of the data contained therein. Users of Advance are expected to abide by the Code of Computing Practices for the University of Arkansas. Signing your name below indicates that you have read and understand the Code of Computing Practices and that you will use Advance for only lawful and intended administrative purposes.

Signature: _____ Date: _____

Printed Name: _____