



CASHNet Access Form

This form can be used to request access for a new user, reset a password for an existing account, or deactivate a user.

► Add New User

Dept. Deposit :

Cashiering

eMarket (Online Storefront) :

Production Only

Production and Testing Instance

CSM Department: _____ ext: _____

First Name: _____ Last Name: _____

Banner User ID: _____ E-mail: _____

Requestor Agreement:

I understand and agree that I will use my CASHNet username for legitimate CSM business only, and will use it in compliance with the CSM Computing & Networking Resource and Responsible Use Policy & Guidelines and the CSM Administrative Data Access Policy. I will not share my username or password with others and I understand that misuse will result in deactivation of access and may result in disciplinary action being taken by CSM.

Signature: _____ Date: _____

Approving Official:

By signing this form, I approve this employee to have access to the CASHNet system. I also agree to notify the Bursar's office if this employee leaves the university or changes positions, which requires their operator ID to be disabled.

Signature: _____ Date: _____

► Reset Password for an Existing Account

CASHNet User ID: _____

Signature: _____ Ext: _____

► Deactivate User

CASHNet User ID: _____ Requested By: _____ Ex: _____

**Please submit form to Bursar's Office when completed.

**Please allow 3-5 business days for processing.

If you have questions, please contact 303-384-2144

For Bursar's Office Use Only

Operator ID Assigned: _____

Date ID Created: _____

Merchant Code: _____

Operator Group: _____

Date ID Disabled: _____

Access Granted By: _____

Access Reviewed By: _____