

# Application for WINGS Express Access

Name: \_\_\_\_\_ Staff or Faculty or Student

Banner UID: U \_\_\_\_\_

Dept/Office: \_\_\_\_\_ Phone: \_\_\_\_\_

Campus Address: \_\_\_\_\_

## Check Desired Module:

**Finance** Send this form to: **CaTS Help Desk – 025 LX**  
Provides access to financial and budget information.  
Business Manager signature (required) \_\_\_\_\_  
Fund/Org Access \_\_\_\_\_

**Faculty** Send this form to: **Registrar's Office, E244 SU, Attn: WINGS Express Access**  
Provides access to student information, including final grade submission and assigned class lists.

**Advisor** Send this form to: **Registrar's Office, E244 SU, Attn: WINGS Express Access**  
Provides access to student information, including student academic history.

**WrightBuy** Send this form to: **CaTS Help Desk – 025 LX**  
Provides access to purchase requisitions and purchasing information. *Note: You must have Finance access.*  
Business Manager signature (required) \_\_\_\_\_  
Please fill out the following information:

First and Last Name: \_\_\_\_\_

CAMPUS account username: \_\_\_\_\_

E-mail: \_\_\_\_\_

Department Code (Banner Level 5 Org): \_\_\_\_\_

Additional Department Access (Banner Level 5 Org): \_\_\_\_\_

Check the following roles needed:

- |  |  |
|--|--|
| <input type="checkbox"/> Requestor Science | <input type="checkbox"/> Requestor Non-Science |
| <input type="checkbox"/> Requestor Procard | <input type="checkbox"/> Desktop Receiving     |
| <input type="checkbox"/> Approver          |  |

I agree that I will use the information obtained from WSU WINGS Express systems for only authorized purposes required of my position and that I am responsible for any action taken through the use of my account. I understand any unauthorized use will result in the loss of my account. By signing this application, I indicate my understanding and acceptance of the responsibilities as a WSU Banner systems user.

Applicant Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

I verify that the applicant for which I am responsible is a WSU faculty/staff/student employee and has a legitimate business need to access the information available through WSU WINGS Express systems.

Authorized Supervisor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_