

The University of Texas System Administration  
Office of Employee Benefits - Information Systems Group

**Request for Application Authorization**  
(Institutions)

The Authorization Contact should e-mail the completed form to [oeb-is@utsystem.edu](mailto:oeb-is@utsystem.edu). **All fields are required.** If you have any questions regarding this form, please call or e-mail Jim Moore: (512) 322-3706 or [jmoore@utsystem.edu](mailto:jmoore@utsystem.edu).

Application:

- SGELIG <Select Authorization Level>  
( Check here if user will need access to the test version, SGELIT).
- SGBENE <Select Authorization Level>
- SGIFIS VIEW\*  
(\*Note: If New User requires "Update" authorization for SGIFIS, please contact OEB-IS).
- SGSREF/1ER VIEW\* (BID not required)

Requester Information:

Authorization Contact:

Institution: <Select>

Department:

Phone:

Date of Request:

New User Information:

Name:

[University of Texas Electronic Identity \(UT EID\):](#)

Benefits ID (BID):

E-mail Address:

Temporary or Permanent User:

**NOTE: It is the responsibility of the Authorization Contact listed above to notify OEB-IS immediately if the New User terminates employment or no longer requires these authorizations.**

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**For Internal Use Only:**

Date Request Received:

Date Authorizations Removed:

Date DPUSER Logon Created:

OEB-IS Contact:

Date Access Granted:

OEB-IS Contact: