The University of Texas System Administration

Office of Employee Benefits - Information Systems Group

**Request for 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)*.*

Applications:

*Select authorization level in drop-down box*

View/Update Subscriber Eligibility Records (SGELIG)

View/Update Benefits Library (SGBENE)

View Integrated Financial Information System (SGIFIS)\*

\*Note: If new user requires “Update” authorization for SGIFIS, please contact OEB-IS

View Wellness Tobacco Fund (Limited SGIFIS access)

Dearborn National Benefits Manager (SSO-required)

Vendor Only: Emergency Update Access (SGSREF)

Requester Information:

Institution:

Authorization Contact:

Department:

Phone:

Date of Request:

New User Information:

Name:

[University of Texas at Austin Electronic Identity (UT EID)](https://idmanager.its.utexas.edu/eid_self_help/):

Benefits ID (BID):

E-mail Address:

Phone:

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***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.***

**For Internal Use Only**:

Date Request Received:       Date Authorizations Removed:

Date DPUSER Logon Created:       OEB-IS Contact:

Date Access Granted:

OEB-IS Contact: