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AppEnhancer
(formerly ApplicationXtender)

HISD DOCUMENT IMAGING SERVICES

AUTHORIZATION FOR ACCESS REQUEST
AppEnhancer – HUMAN RESOURCES

Document Manager

Use this form to request authorization to access online HR documents in AppEnhancer

☐ **New Authorization**   ☐ **Add**   ☐ **Delete**

Employee's Last Name: First Name:

User Network Login Name: Employee ID #:

Department Name: Position/Title:

Location:

DEPARTMENT APPLICATIONS – Check √ all applicable groups:

☐ HR – CONFLICT OF INTEREST FORMS | ☐ HR – EMPLOYEE RELATIONS

☐ HR -- CONTRACTS | ☐ HR – NON-RENEWED TERMED EMPLOYEE RECORDS

HR – EMPLOYEE RECORDS TERMED | ☐ HR – CRIMINAL BACKGROUND REPORTS

HR -- PERSONNEL RECORDS |

Approved:_____ | **Approved**:_____

Director, Employee Services | Executive Dir., Employee Relations

Print:_____ Date:_____ | Print:_____ Date:_____

Check √ one as applicable:

	Security Group Name	Security Group Privileges
	AD_HR_COMP_SAL	Compensation and Salary - View_Print
	AD_HR_Back	Criminal Background - View_Print
	AD_HR_EMP_EVAL	Employee Evaluations - View_Print
	AD_HR_EMP_RELA	Employee Relations - View_Print
	AD_HR_BUS_PART	HR Business Partners - View _Print
	AD_HR_OPER_GR1	HR Ops - Certifications - View_Print
	AD_HR_OPER_GR2	HR Ops - File Room - View_Print
	AD_HR_OPER_GR3	HR Ops - Services - View_Print
	AD_HR_CAP_ACCT	Human Capital Accountability - View_Print
	AD_HR_ADMIN	Human Resources - Admin - View-Print
	AD_HR_INT_AUDIT	Internal Audit - View_Print
	AD_HR_LEGAL	Legal - View_Print
	AD_HR_ONBOARD	Onboarding and Org Development - View_Print
	AD_HR_REC_SELECTION	Recruitment and Selection - View_Print

Access will not be granted without signatures and dates. Incomplete forms will be returned.

Approval By: _____   Date: _____
            Executive Dir., Employee Services

Printed Name: _____

****** DOCUMENT IMAGING SERVICES DEPARTMENT USE ONLY ******

☐ Assigned to AX Security Group

☐ Assigned to License Group   Completed by: Date:

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