

Subject: Foundation: "Did you know..."
Date: Wednesday, August 7, 2019 2:31:00 PM

The OSU Foundation has created a new access addition/removal form. The form is now online and available at the website (<https://osugiving.com/online-reporting-access>).

Once you have gone to the link above, select the request for College of Arts & Sciences. The form's top section is for information on the individual needing access. The bottom part of the form has 2 types of access listed: New Department Access & Remove Department Access. Click on the box(s) that apply. Type any additional information you might need to share and press the request access button at the very bottom of the page. The online form will send notice to Renee' Tefertiller to approve and then automatically go to the OSU Foundation for processing.

As always, if you have any questions or need assistance let me know,

Tina Burch
A&S Training Coordinator
202B LSE
43701