



# TTUHSC EL PASO

Texas Tech University Health Sciences Center El Paso

## Departmental Work Order Coordinator (DWOC) WebTMA Access

**To set up a DWOC in WebTMA, please provide the following information:**

E-raider Login ID: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Department: \_\_\_\_\_

Direct Phone #: \_\_\_\_\_

FOP(s) authorized to use: \_\_\_\_\_

Fund Manager Print Name: \_\_\_\_\_

Fund Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Fund Managers:**

Please be aware that by granting access to TMA you are giving permission for the employee to incur charges on your FOP(s).

Please limit the number of DWOCs per department to one primary person and two back-ups.

It may take up to 72 hours to verify and set-up access.