



# Security Account Request Form

Revised 7/29/2016

*Please print or type.*

Submitted by: \_\_\_\_\_ District: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Building: \_\_\_\_\_

Phone: \_\_\_\_\_ Preferred Email Address: \_\_\_\_\_ Date: \_\_\_\_\_

*Username will be a unique and permanent Connect assignment, including the employee's last name as written.*

**Please Circle M for modify access or R for read only access or M/GM for modify with General Manager access**

<b>Fiscal Services:</b>	<b>Accounting and Payroll Access (USAS/USPS)</b>
	<input type="checkbox"/> Payroll → M or R or M/GM <input type="checkbox"/> Accounts Receivable → M or R <input type="checkbox"/> Personnel → M or R
	<input type="checkbox"/> Accounting → (M) or (Read all & enter reqs) or (Requisition Entry ONLY) or (M/GM)
	<b>Web Reports</b>
	<input type="checkbox"/> Monthly USAS <input type="checkbox"/> PayrollCD <input type="checkbox"/> FiscWeb
	<b>Inventory</b>
	<input type="checkbox"/> Equipment Inventory → M or R
	<b>Historical Data</b>
	<input type="checkbox"/> All previous years financial/staff data
<b>USASDW/SSWAT:</b>	<input type="checkbox"/> Accounts <input type="checkbox"/> Vendors <input type="checkbox"/> Transactions <input type="checkbox"/> Requisitions <input type="checkbox"/> Accounts Receivable
<b>Tyler Munis:</b>	<input type="checkbox"/> Active Directory Account (District will LDAP sync into Munis, assign role, and enable.)
<b>Historical EMIS Services:</b>	<input type="checkbox"/> Financial Data <input type="checkbox"/> Staff Data <input type="checkbox"/> Staff EMIS source data in USPS
<b>Treasurer's Signature:</b> _____	<b>Date:</b> _____

<b>EMISr &amp; FFE security access – REQUIRES BOTH TREASURER AND SUPERINTENDENT SIGNATURES</b>			
<input type="checkbox"/> LEA Collector	<input type="checkbox"/> LEA Submitter	<input type="checkbox"/> LEA Reviewer	<input type="checkbox"/> Flat File Editor (FFE)

<b>Historical EMIS Services:</b>	<input type="checkbox"/> Student Data	<input type="checkbox"/> EMIS Web Reports
<b>PDMS (IPDP):</b>	<input type="checkbox"/> LPDC user	<input type="checkbox"/> LPDC committee member License # _____
<b>Student Information</b> (use separate sheet as necessary – include role and school code, or role and "district" to denote access to all buildings)		
_____		
<b>Teachers:</b>	<input type="checkbox"/> Attendance <input type="checkbox"/> Marks <input type="checkbox"/> Fee collect	<b>Circle EZ Query restrict to teacher:</b> No or Yes
<b>Check for access to:</b>	<input type="checkbox"/> GradeBook <input type="checkbox"/> SpecialServices (SpS)	

<b>ITC Information (to be completed by Connect)</b>				
Account Type	Username	System	Created By	Created On
<input type="checkbox"/> VMS	_____	_____	_____	_____
<input type="checkbox"/> PB Suite	_____	_____	_____	_____
<input type="checkbox"/> USASDW	_____	_____	_____	_____
<input type="checkbox"/> EMISr	_____	_____	_____	_____

This request will not be processed until this form has been returned to Connect with the appropriate signatures. The employee's signature below states that you have read and agree to abide by the Connect Data System Security Policy. Treasurer's signature needed only if the employee is requesting access to financial data from the first Fiscal/EMIS box above. Superintendent's signature is needed if the employee is requesting access to any system outside of the financial data from the first Fiscal/EMIS box above.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_