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## Change LNOCA Fiscal / Student Services Account

Complete this form for changes to a current LNOCA username. Refer to the Security Account Request Form for correct security descriptions:

Date: \_\_\_\_\_ Submitted by : \_\_\_\_\_

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

Email Address \_\_\_\_\_

### Fiscal Services: Treasurer Signature required for changing financial or payroll access:

Treasurer: \_\_\_\_\_

Indicate if security is be added or removed from current security. List Access as Read or Modify Include security description as listed on the Security Account Request Form.

<u>Add / Remove</u>	<u>Access</u>	<u>Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

### Student Services: Superintendent Signature required for changing student data access:

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

Indicate if security is be added or removed from current security. List role, building and description.

<u>Add / Remove</u>	<u>Role</u>	<u>Bldg.</u>	<u>Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____