



# Security Account Request Form

Revised 10/14/2009

*Please print or type.*

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

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

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

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

*Please Circle M for modify access or R for read only access*

<b>Fiscal Services:</b>	<input type="checkbox"/> Payroll → M or R	<input type="checkbox"/> Accounts Receivable → M or R	<input type="checkbox"/> Personnel → M or R
	<input type="checkbox"/> Equipment Inventory → M or R	<input type="checkbox"/> Vehicle Inventory → M or R	<input type="checkbox"/> USAS Web reports
	<input type="checkbox"/> Accounting → (M) or (Read all & enter reqs) or (Requisition Entry ONLY)		
	<input type="checkbox"/> All previous years financial/staff data		
<b>SSWAT:</b>	<input type="checkbox"/> Accounts	<input type="checkbox"/> Vendors	<input type="checkbox"/> Transactions
	<input type="checkbox"/> Requisitions	<input type="checkbox"/> Accounts Receivable	<input type="checkbox"/> Limit SSWAT access to security settings in USASDAT/SECSCN
<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>Only Schools Automated with LNOCA for INFOhio Library Automation Should Check</b>	<input type="checkbox"/> INFOhio
• Primary Building: _____	
• Does the employee work in more than one building? No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, list building(s): _____	
• Indicate Library User Profile (e.g.: LIB1, LIB2, etc.): _____	

<b>Historical EMIS Services:</b>	<input type="checkbox"/> Student Data
<b>Misc Service:</b>	<input type="checkbox"/> LPDC user <input type="checkbox"/> LPDC committee member License # _____

<b>DASL</b> (use separate sheet as necessary – include role and school code, or role and “ <i>district</i> ” to denote access to all buildings)	_____
Teachers: Circle EZ Query restrict to teacher No or Yes	<input type="checkbox"/> Attendance <input type="checkbox"/> Marks <input type="checkbox"/> Fee collect

<b>Circle for username access to:</b> Progress Book SpS
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<b>EMISr security access – REQUIRES BOTH TREASURER AND SUPERINTENDENT SIGNATURES</b>
<input type="checkbox"/> LEA Collector <input type="checkbox"/> LEA Submitter <input type="checkbox"/> LEA Reviewer

This request will not be processed until this form has been returned to LNOCA with the appropriate signatures. The employee's signature below states that you have read and agree to abide by the LNOCA 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 must sign all forms.

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

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