



# S.U.S.D. Security Request Form Financial System

Activate

InActivate

Department:

*Select Site from list, or type in Site if not found.*

User Name:

Position:

E-Mail:

Person Replaced:

## Security Level Requested

Standard School/Site Security

C5 Security

*Note: C5 Must be routed through Budget Director.*

## Department Level Requested

Accounts Payable

Accounts Receivable

General Ledger

Purchasing

Stores

Human Resources

Payroll

Business Services/Budget

CDD\Crystal Reporting

*In compliance with Board Policy 3400, and 3580, as well as the Acceptable Use Policy you signed to use S.U.S.D.'s network, Users of S.U.S.D.'s Financial System are to continue to adhere to these guidelines, ensuring employee records, as well as financial records remain secure at all times. It is against S.U.S.D. policy to share your username/password with any other individual. It is Strictly prohibited to share your username/password. Consequences for such action may result in the immediate revoking of access to S.U.S.D.'s databases and network.*

**Please inform Information Services of any changes of site/department within the district, or termination.**

**My Signature acknowledges that I have read and understand the purpose and consequences of this policy statement.**

User Signature: \_\_\_\_\_

Date

Manager/Director Signature \_\_\_\_\_

Date

Budget Director Signature \_\_\_\_\_

Date

Type requested information into form. Press Submit by email button and send the email. After Email, Print Form and route for appropriate signatures. Account Access will **NOT** be activated until signed form is received in Information Services.

Submit this document, with appropriate signatures to: **Information Services, Attn: IFAS Accounts**