Stockton Unified School District Since 1852	S.U.S.D. Security Request Form Financial System Check this box if person duplicated needs to be Inactivated □
Department:	Select Site from list, or type in Site if not found.
First Name:	Employee ID:
Last Name:	Position:
E-Mail	Person (ÁDuplicate:
Security Level Requ	uested

Standard School/Site Security

C5 Security

Workflow Access Needed

Note: C5 Must be routed through Budget Director.

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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 Þæ ^K	Date
Manager/Director SignatureK	Date
Budget Director SignatureK	Date

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