CCPS Collier County Public Schools

☐ **New User**

☐ **Change to existing security**

District School Board of Collier County
Request for User ID & Password

☐ **Transferred from _____ _____**
(Location) (Person Replaced)

Name: _____ Title: _____ School/Center #_____ Start Date ____/____/____

Place an "X" in the appropriate box next to the Security Profile(s) you wish to assign to this user and send completed form to Yamily Veloz, Security Officer M.I.S. Form must be signed by Department Head/ Principal

SCHOOL / ADMIN

☐ PAY2 Data entry payroll
☐ PAY4 Data entry payroll
☐ AL01 Level 1 Approval/Req
☐ AL02 Level 2 Approval/Req
☐ FA01 Fixed Assets
☐ BKPR Budget
☐ PUR1 Requisitions/PO
☐ PUR4 Req Inquiry
☐ PUR5 Req Input Only
☐ PUR8 Limited Access
☐ FS02 SFS Managers
☐ HR14 D/E Inq (H507)
☐ HR46 School A/P

Date:_____ Department Head / Principal:_____