



# TERMS ACCESS (Schools)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

School/Center#: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

New User     Change in Security    User Name: \_\_\_\_\_

Copy User     Replace User    Person Copying/Replacing: \_\_\_\_\_  
(If applicable)

User Name of Person Copying/Replacing: \_\_\_\_\_

**Instructions:** Please place an "X" in the appropriate box next to the Security Profile(s) you wish to assign user and send completed form to [Rose Elarde](#), Security Officer M.I.S. **Form must be signed by Department Head or Principal.**

## PROFILES

- AL01** Level 1 Approval for Requisitions (Principal / Director)
- AL02** Level 2 Approval for Requisitions (Project Manager)
- BKPR** Bookkeeper
- FA01** Fixed Assets – Inventory Contacts
- FS02** Food Service Managers
- HR14** Data Entry Inquiry (H507)
- HR46** Inquiry for School Assistant Principals
- PAY2** Payroll – Data Entry - Production
- PAY4** Payroll – Data Entry – Limited Access
- PUR1** School Requisitions / Purchase Orders
- PUR4** School Requisitions – Inquiry Only
- PUR5** Schools / Departments – Requisition Input Only (F804)
- PUR8** Purchase Order – Limited Access
- SCTS** Print Transcript History (for Office Managers)
- VEN3** Vendor Query – A206 only (for Bookkeepers)

## Additional Instructions:

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Department Head / Principal Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Technology Department)