CCPS Collier County Public Schools Technology Services

TERMS ACCESS (Admin)

Clear Form

Name: _____ Title: _____ User Name: _____ Center#: _____

☐ New User ☐ Change in Security Start Date: _____ End Date: _____

☐ Copy User ☐ Replace User Person Copying/: _____ User Name: _____
Replacing (If applicable) 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.

FINANCE

Accounts Payable

- ☐ **AP01** Senior Bookkeeper
- ☐ **AP02** A/P *(Inquiry Only)*
- ☐ **AP03** A/P *(Update)*
- ☐ **AP04** Journal Entry/Post
- ☐ **AP05** Check Printing
- ☐ **AP06** A/P
- ☐ **AP07** Void Checks
- ☐ **AP08** Budget Office
- ☐ **AP09** Grants/Projects
- ☐ **AP10** Finance/Projects
- ☐ **AP11** F615 Update
- ☐ **AP12** Print Grant Road MAP
- ☐ **AP13** VPK Fee F631 & F635 *(Inquiry Only)*
- ☐ **AP15** Budget Payroll Access
- ☐ **AP16** Finance Office
- ☐ **AR01**Clerk *(Update)*
- ☐ **AR02**Invoice Updates Cash Receipts
- ☐ **CR01** Cash Receipts *(Inquiry Only)*
- ☐ **CR02** Cash Receipts *(Update)*

Fixed Assets Inventory

- ☐ **FA01** Inventory Contacts
- ☐ **FA02** Inventory Specialist – Assts.
- ☐ **FA03** Inventory Specialist
- ☐ **FA04** Accounting Officer
- ☐ **FA05** Purchasing Department
- ☐ **FA06** MIS Department
- ☐ **FA07** Fixed Assets Posting Access
- ☐ **FA08** Inventory Inquiry

Bookkeeping

- ☐ **BKPR** Bookkeeper
- ☐ **BKPI** Bookkeeper *(Inquiry Only)*
- ☐ **BKPP** Bookkeeper w/Special Access
- ☐ **BKR1** Bookkeeper Reports

Purchasing

- ☐ **PUR1** School Secretary/Clerks
- ☐ **PUR2** Purchasing - Clerks
- ☐ **PUR3** Purchasing - Buyers
- ☐ **PUR4** Requisition *(Inquiry Only)*
- ☐ **PUR5** School Requisition Input *(F804)*
- ☐ **PUR6** Purchasing Director
- ☐ **PUR8** P/O Limited Access
- ☐ **PU01** Purchasing Sign-On *(Update)*

HUMAN RESOURCES

Benefits

- ☐ **BA01** Benefits Admin
- ☐ **BA02** Benefits Admin *(Inquiry Only)*

Human Resources

- ☐ **HR01** H/R - Production
- ☐ **HR02** H/R - Production
- ☐ **HR03** H/R - Certifications Production
- ☐ **HR04** H/R - FTE *(Inquiry Only)*
- ☐ **HR05** H/R – FTE Production *(Update)*
- ☐ **HR06** H/R – Comp Staff Production
- ☐ **HR07** H/R - Job Titles Production
- ☐ **HR08** HR – Payroll *(Inquiry Only)*
- ☐ **HR11** H/R *(Inquiry Only)* & Finance
- ☐ **HR13** H/R Basic *(Inquiry Only)*
- ☐ **HR14** H/R H507 Data Entry *(Inquiry Only)*
- ☐ **HR15** H/R Workforce Coordinators
- ☐ **HR16** Switchboard
- ☐ **HR17** H/R Payroll *(Inquiry Only)*
- ☐ **HR18** H/R ESOL *(Inquiry Only)*
- ☐ **HR20** H/R Salary Projections / Grants
- ☐ **HR21** H/R Payroll *(Inquiry Only)*
- ☐ **HR22** H/R Transportation
- ☐ **HR23** H517 *(Inquiry Only)*
- ☐ **HR24** FTE *(Inquiry Only)*
- ☐ **HR25** HR Employee Health
- ☐ **HR27** Risk Management - Fingerprint
- ☐ **HR28** Update Exit Interview
- ☐ **HR29** Inquiry Exit Interview
- ☐ **HR30** Position Control *(Inquiry Only)*
- ☐ **HR31** Training Profile - Jobs
- ☐ **HR32** H133 Job Update
- ☐ **HR33** H/R Update to CLR *(Cert off)*
- ☐ **HR34** HR H504 & H507 Update
- ☐ **HR35** Manual Checks
- ☐ **HR36** HR Inquiry to CLR *(Cert off)*
- ☐ **HR37** H515 *(Inquiry Only)*
- ☐ **HR39** VPK Access *(Inquiry Only)*
- ☐ **HR40** ESE *(Inquiry Only)*
- ☐ **HR41** Finance Budget *(Inquiry Only)*
- ☐ **HR42** Update Performance Reviews
- ☐ **HR44** H/R Summer Worker
- ☐ **HR45** NTSP
- ☐ **HR46** H/R School Asst. Principal
- ☐ **HR47** Budget Specialists
- ☐ **HR48** H/R Production Inquiry
- ☐ **HR49** Position control Specialist
- ☐ **HR50** H500 Employee Reports *(Jobs)*
- ☐ **HR51** H900 STD Reports *(Jobs)*
- ☐ **HR52** H132 *(Inquiry Only)*

PAYROLL

- ☐ **PAY2** Payroll Data Entry Production
- ☐ **PAY3** Payroll DE w/H520 *(Inquiry Only)*
- ☐ **PAY4** Payroll D/E (Limited Access)
- ☐ **PAY5** Payroll Clerks (Production)
- ☐ **PAY7** Payroll ESE *(Inquiry Only)*
- ☐ **PAY8** Payroll Auditors *(Inquiry Only)*
- ☐ **PAY9** Payroll D/E Limited Access

Additional Instructions

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Department Head / Principal Signature: _____

Print Name: _____ Date: _____

Completed by: _____ Date: _____