



### USER ACCOUNT AUTHORIZATION REQUEST

New Account    Change Existing Account    Delete Account

- SCHOOL DISTRICT -

- BUILDING -

- FIRST NAME -

- LAST NAME -

- DISTRICT EMAIL -

- TITLE -

- PHONE NUMBER -

- PHONE EXT -

- USERNAME -

THE ABOVE EMPLOYEE HAS READ AND UNDERSTANDS THE NEONET USER SECURITY POLICY @ <https://portal.neonet.org/web/mycampus/about>

#### OVER ALL DOCUMENT GROUP SELECTIONS:

READ ONLY	DOCUMENT GROUP:	FULL ACCESS
<input type="radio"/>	1000 - BOARD AND ADMIN RECORDS	<input type="radio"/>
<input type="radio"/>	2000 - EMPLOYEE RECORDS	<input type="radio"/>
<input type="radio"/>	3000 - STUDENT RECORDS	<input type="radio"/>
<input type="radio"/>	5000 - CENTRAL DEPARTMENT	<input type="radio"/>
<input type="radio"/>	5221 - SPECIAL EDUCATION DEPARTMENT	<input type="radio"/>
<input type="radio"/>	5340 - TRANSPORTATION DEPARTMENT	<input type="radio"/>
<input type="radio"/>	5560 - FOOD SERVICE DEPARTMENT	<input type="radio"/>
<input type="radio"/>	6000 - FINANCIAL RECORDS	<input type="radio"/>
<input type="radio"/>	7000 - PAYROLL RELATED RECORDS	<input type="radio"/>
<input type="radio"/>	8000 - REPORTS	<input type="radio"/>
<input type="radio"/>	9000 - OTHER	<input type="radio"/>

#### IF ACCESS IS REQUIRED FOR INDIVIDUAL DOCUMENTS PLEASE INDICATE BELOW:

READ ONLY	DOCUMENT ID:	FULL ACCESS
<input type="radio"/>		<input type="radio"/>
<input type="radio"/>		<input type="radio"/>
<input type="radio"/>		<input type="radio"/>
<input type="radio"/>		<input type="radio"/>
<input type="radio"/>		<input type="radio"/>

\_\_\_\_\_  
EMPLOYEE – PRINT NAME

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TREASURER – PRINT NAME

\_\_\_\_\_  
TREASURER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERINTENDENT – PRINT NAME

\_\_\_\_\_  
SUPERINTENDENT SIGNATURE

\_\_\_\_\_  
DATE