NEOnet | Northeast Ohio Network for Educational Technology

USER ACCOUNT AUTHORIZATION REQUEST

(•) New Account ( ) Change Existing Account ( ) Delete Account

- SCHOOL DISTRICT -	- DISTRICT IRN -	- 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**

EFINANCEPLUS

☐ BUDTRANS BUDGET TRANSFER	☐ VENDORED VENDOR EDIT
☐ BUDPREP BUDGET PREP	☐ REQNER REQUISITION & ACCOUNT BALANCE
☐ CHGORDER CHANGE ORDER	☐ REQWFAPP REQUISITION WORKFLOW APPROVER
☐ RECEIPT RECEIPT OF GOODS	☐ PURDEF PURCHASING DEFAULTS MAINTENANCE
☐ TREAS TREASURER	☐ PO PURCHASE ORDER
☐ HRMGR HIRING MANAGER	☐ PAYROLL PAYROLL CLERK
☐ EMISMGR EMIS MANAGER	☐ MAINTAWF MAINTENANCE WORKFLOWS
☐ EMISVIEW EMIS VIEW	☐ INVOICING PROCESS INVOICES
☐ HRVIEW HUMAN RESOURCES VIEW ONLY	☐ AP ACCOUNTS PAYABLE SUPERVISOR
☐ COGNOS COGNOS REPORT STUDIO	☐ APVIEW ACCOUNTS PAYABLE VIEW ONLY

BASE LOCATIONS

IF FOLLOWING OHIO BEST PRACTICES, BASE LOCATIONS ARE THE OPU

☐ ***ALL LOCATIONS**

☐ **LOCATION (PLEASE SPECIFY):**

FOR ITC USE ONLY

☐ ITC1
ITC CONVERSION MANAGER

☐ ITC2
ITC SUPPORT

EMPLOYEE ADD ROLES

☐ PAYROLL

☐ PERSONNEL

☐ EMIS

☐ OTHER:

NEOnet - OFFICE USE ONLY

☐ ACTIVE DIRECTORY ACCOUNT CREATED

☐ CREATE USER ACCOUNT

☐ GRANT ROLES

USERID:

COMPLETED BY:

DATE:

EMPLOYEE – PRINT NAME	EMPLOYEE SIGNATURE	DATE
TREASURER – PRINT NAME	TREASURER SIGNATURE	DATE
SUPERINTENDENT – PRINT NAME	SUPERINTENDENT SIGNATURE	DATE

Save Form | Print Form | Clear Form

Updated 7/12/2017