



## 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>

<b>EFINANCEPLUS</b>			<b>EMPLOYEE ADD ROLES</b>		
<input type="checkbox"/> ACA AFFORDABLE HEALTH CARE	<input type="checkbox"/> HRVIEW HUMAN RESOURCES VIEW ONLY	<input type="checkbox"/> PAYROLL			
<input type="checkbox"/> AP ACCOUNTS PAYABLE SUPERVISOR	<input type="checkbox"/> INVOICING PROCESS INVOICES	<input type="checkbox"/> PERSONNEL			
<input type="checkbox"/> APVIEW ACCOUNTS PAYABLE VIEW ONLY	<input type="checkbox"/> MAINTAWF MAINTENANCE WORKFLOWS	<input type="checkbox"/> EMIS			
<input type="checkbox"/> BUDPREP BUDGET PREP	<input type="checkbox"/> PAYROLL PAYROLL CLERK	<input type="checkbox"/> OTHER:			
<input type="checkbox"/> BUDPREPADMIN BUDGET ADMINISTRATOR	<input type="checkbox"/> PO PURCHASE ORDER	<b>CONFIDENTIAL INFORMATION</b>			
<input type="checkbox"/> BUDTRANS BUDGET TRANSFER	<input type="checkbox"/> PURDEF PURCHASING DEFAULTS MAINTENANCE	<input type="checkbox"/> FBANK FUND ACCOUNTING BANK INFORMATION			
<input type="checkbox"/> CHGORDER CHANGE ORDER	<input type="checkbox"/> RECEIPT RECEIPT OF GOODS	<input type="checkbox"/> HBANK HUMAN RESOURCES BANK INFORMATION			
<input type="checkbox"/> COGNOS COGNOS REPORT STUDIO <i>*Training Required</i>	<input type="checkbox"/> REQNER REQUISITION & ACCOUNT BALANCE	<input type="checkbox"/> SSN SOCIAL SECURITY NUMBER ACCESS			
<input type="checkbox"/> EMISMGR EMIS MANAGER	<input type="checkbox"/> REQWFAPP REQUISITION WORKFLOW APPROVER	<b>NEOnet - OFFICE USE ONLY</b>			
<input type="checkbox"/> EMISVIEW EMIS VIEW	<input type="checkbox"/> RMHIREMGR HIRING MANAGER	<input type="checkbox"/> ACTIVE DIRECTORY ACCOUNT CREATED			
<input type="checkbox"/> FIXEDASSET FIXED ASSETS	<input type="checkbox"/> TREASURER TREASURER	<input type="checkbox"/> CREATE USER ACCOUNT			
<input type="checkbox"/> HRMGR HIRING MANAGER	<input type="checkbox"/> VENDORED VENDOR EDIT	<input type="checkbox"/> GRANT ROLES			
<b>BASE LOCATIONS</b>		USERID:			
<input type="checkbox"/> *ALL LOCATIONS	<b>FOR ITC USE ONLY</b>		COMPLETED BY:		
<input type="checkbox"/> LOCATION (PLEASE SPECIFY):	<input type="checkbox"/> ITC1 ITC CONVERSION MANAGER	DATE:			
	<input type="checkbox"/> ITC2 ITC SUPPORT				

EMPLOYEE – PRINT NAME

EMPLOYEE SIGNATURE

DATE

TREASURER/SUPERINTENDENT – PRINT NAME

TREASURER/SUPERINTENDENT SIGNATURE

DATE