NEOnet | Northeast Ohio Network for Educational Technology

REDESIGN USER ACCOUNT AUTHORIZATION REQUEST

○ **New Account**   ○ **Change Existing Account**   ○ **Inactivate 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://www.neonet.org/content/about-us**

	FISCAL ACCOUNTING – READ ONLY		**FISCAL PAYROLL – READ ONLY**		**OTHER**
○	USAS_REQ REQUISITION ACCESS ONLY	○	STANDARD_READONLY_USER USPS PAYROLL	☐	DASL – MASTER ONLY DATA ACQUISITION STUDENT LEARNING
○	USAS REQ USAS REQ ONLY WITH REPORTS	○	PERSONNEL_READONLY_USER PAYROLL PERSONNEL	☐	GRADEBOOK – MASTER ONLY
○	USAS_RO ACCOUNTING /REQS	☐	USPSR AUDITOR - Access to File Archives	☐	SPS – ADMIN ONLY SPECIAL SERVICES
○	WEBGAAP (READ ONLY) YEAR_____		**FISCAL PAYROLL – FULL ACCESS**	☐	INFO INFOHIO – LIBRARY SERVICES
○	RAM ACCESS	○	STANDARD_USER USPS PAYROLL	☐	EMIS REPORTS
○	USASr DW	○	PERSONNEL_USER PAYROLL PERSONNEL	☐	EMIS FFE FLAT FILE EDITOR
○	AR_RO	☐	LEGACY_EMIS_USER EMIS PERSONNEL		**NEOnet - OFFICE USE ONLY**
○		☐		☐	CREATE USERNAME
	FISCAL ACCOUNTING – FULL ACCESS		**FISCAL – TREASURER'S OFFICE ONLY**	☐	MAINTAIN USER PROFILE
○	USAS_STANDARD ACCOUNTING	☐	USAS_MANAGER ACCOUNTING	☐	GRANT/REVOKE ROLES
○	WEB GAAP (UPDATE) YEAR_____	○	GROUP_MANAGER USPS PAYROLL	☐	ADD/DISABLE ACTIVE DIRECTORY ACCOUNT
○	AR_STANDARD	○	AR_MANAGER	☐	ADD/REMOVE DISTRIBUTION LISTS
○	VENDOR CREATE - ability in USAS to build and update a vendor	○	MASS CREATE- ability in USxS to create and execute mass change USAS USPS		COMPLETED BY:
○		○	MASS EXECUTE -ability in USxS to execute defined mass changes USAS USPS		DATE:

EMPLOYEE – PRINT NAME   EMPLOYEE SIGNATURE   DATE

TREASURER – PRINT NAME   TREASURER SIGNATURE   DATE

SUPERINTENDENT – PRINT NAME   SUPERINTENDENT SIGNATURE   DATE