

EMPLOYEE NAME: \_\_\_\_\_

EMPLOYEE ID NUMBER: \_\_\_\_\_

SCHOOL DISTRICT: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

- ADD USER ACCOUNT
- INACTIVATE USER ACCOUNT

LOCATION ACCESS (BUILDING): \_\_\_\_\_

**BASIC ROLES:**

- APPROVER FOR REQS
- RECEIVE ORDERS
- REQUISITIONS ONLY
- REQUISITIONS & RECEIVING

**COMPLEX ROLES:**

- |  |  |
|--|--|
| <input type="checkbox"/> ACCOUNTS PAYABLE        | <input type="checkbox"/> LIBRARIAN             |
| <input type="checkbox"/> ASST. SUPERINTENDENT    | <input type="checkbox"/> HR PAYROLL SUPERVISOR |
| <input type="checkbox"/> BENEFITS SUPERVISOR     | <input type="checkbox"/> PRINCIPAL             |
| <input type="checkbox"/> BANK TABLE SUPERVISOR   | <input type="checkbox"/> PURCHASING SUPERVISOR |
| <input type="checkbox"/> EMIS COORDINATOR        | <input type="checkbox"/> SECRETARY             |
| <input type="checkbox"/> HR PERSONNEL SUPERVISOR | <input type="checkbox"/> TREASURER             |

**OTHER PERMISSIONS:**

- COGNOS ACCESS
- VIEW EMPLOYEE/VENDOR SSNS

COPY USER VIEWS FROM EXISTING USER: \_\_\_\_\_

COPY PURCHASING DEFAULTS FROM EXISTING USER: \_\_\_\_\_

THIS AUTHORIZATION FORM REQUESTS THAT LGCA ADD THIS EMPLOYEE TO MCOECN AD MANAGER AND GRANTS ACCESS TO EFINANCEPLUS. ONCE EMPLOYEE ACCOUNT IS CREATED, LGCA WILL GRANT ROLES/VIEWS BASED ON THE ABOVE CRITERIA AS A COURTESY FOR THE SETUP PROCESS. THE DISTRICT ACKNOWLEDGES THAT USER ROLES/VIEWS CAN BE UPDATED AND MAINTAINED BY DISTRICT USERS WITH DB ADMINISTRATOR ACCESS.

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

TREASURER: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERINTENDENT: \_\_\_\_\_ DATE: \_\_\_\_\_