

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

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

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

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

AD MANAGER USER NAME: \_\_\_\_\_

- GRANT USER ACCOUNT DB ADMINISTRATOR ACCESS
- REMOVE DB ADMINISTRATOR ACCESS

THIS AUTHORIZATION FORM REQUESTS THAT LGCA GRANT DB ADMINISTRATOR ACCESS TO EFINANCEPLUS FOR USER LISTED ABOVE. DB ADMINISTRATOR ACCESS WILL ALLOW THE USER TO MODIFY USER VIEWS AND ROLES FOR OTHER DISTRICT USERS.

AS A COURTESY, LGCA WILL GRANT USERS ROLES/VIEWS AS REQUESTED VIA THE STANDARD USER AUTHORIZATION FORM. ANY ADDITIONAL CHANGES TO THE USER ROLES/VIEWS WILL BE THE SOLE RESPONSIBILITY OF THOSE DISTRICT USERS WITH DB ADMINISTRATOR ACCESS. AFTER THE INITIAL USER SETUP, LGCA ASSUMES NO RESPONSIBILITY FOR CHANGES MADE TO THE USER ROLES/VIEWS.

LGCA WILL KEEP AN UPDATED LIST OF ROLES AT EACH FISCAL YEAR TO BE SIGNED OFF ON BY THE TREASURER.

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

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

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