

**STATE SOFTWARE USER ACCOUNT AUTHORIZATION**

**New Account**   
  **Change Existing Account**   
  **Inactivate Account**

- SCHOOL DISTRICT -		- BUILDING -	
- FIRST NAME -	- LAST NAME -	- DISTRICT EMAIL -	
- TITLE -	- PHONE NUMBER -	- PHONE EXT -	- USERNAME -



ACCOUNTING – READ ONLY
USAS_REQ REQUISITION ACCESS ONLY
USAS_RO ACCOUNTING /REQS
USASr DW
AR_RO
INV_READ_ONLY
PAYROLL – READ ONLY
STANDARD_READONLY_USER USPS PAYROLL
PERSONNEL_READONLY_USER PAYROLL PERSONNEL
LEGACY-DATES-READONLY-USER
LEGACY-EMIS-READONLY-USER
AUDITOR
WEBGAAP – READ ONLY
YEAR _____ WEBGAAP – UPDATE
YEAR _____ AUDIT REPORT – ABILITY TO RUN AUDIT REPORTS IN USPS
FILE ARCHIVE – USAS FILE ARCHIVES
FILE ARCHIVE – USPS FILE ARCHIVES

ACCOUNTING – FULL ACCESS
USAS WORKFLOW ADMIN
USPS WORKFLOW ADMIN
USAS_STANDARD ACCOUNTING
AR_STANDARD
INV_STANDARD
PAYROLL – FULL ACCESS
STANDARD_USER – USPS PAYROLL
LEGACY_EMIS_USER – EMIS PERSONNEL
PERSONNEL_USER – PAYROLL PERSONNEL
LEGACY_ATTENDANCE-USER

TREASURER’S OFFICE ONLY
GROUP_MANAGER USPS PAYROLL
USAS_USER_PROFILE
FILE_ARCHIVE_MANAGER – USAS
FILE_ARCHIVE_MANAGER – USPS
USAS_MANAGER ACCOUNTING
AR_MANAGER
INV_GROUP_MANAGER
MASS EXECUTE – USAS
MASS EXECUTE – USPS
MASS CREATE – USAS
MASS CREATE – USPS
NEOnet – OFFICE USE ONLY
ADD/REMOVE DISTRIBUTION LISTS
COMPLETED BY:
DATE:

\_\_\_\_\_  
TREASURER – PRINT NAME

\_\_\_\_\_  
TREASURER SIGNATURE

\_\_\_\_\_  
DATE