

EMPLOYEE NAME: _____

SCHOOL DISTRICT: _____

BLDG: _____ POSITION: _____ BUS. PHONE: _____

EMAIL ACCOUNT: _____

- ADD USER ACCOUNT (all unselected categories will be treated as "no access")
- MODIFY EXISTING USER ACCOUNT (check all boxes that reflect the desired account security)
- TERMINATE USER ACCOUNT

Grant Full Access	Grant Read Only Access	No Access	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	USAS (Accounting)
	<input type="checkbox"/>	<input type="checkbox"/>	SSWAT (State Software Web Access Tools)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	USPS (Payroll)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PPS (Personnel: No employee contract info, includes Local Prof Dev)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EIS, SAAS (Equipment Inventory System)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VIS (Vehicle Information System)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EMIS (Note: Clicking EMIS auto selects Financial, Staff, Student, General District)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial Only (Selected automatically when EMIS is clicked)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student EMIS Only (Selected automatically when EMIS is clicked)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff EMIS Only (Selected automatically when EMIS is clicked)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	District General Info Only (Selected automatically when EMIS is clicked)
<input type="checkbox"/>		<input type="checkbox"/>	OECN LPDC (Local Professional Development)

I have read the [LGCA Security Policy and Procedures](#) and agree to abide by those documents.

Superintendent: _____ Date: _____

Treasurer: _____ Date: _____

Employee: _____ Date: _____