

OKALOOSA COUNTY SCHOOL DISTRICT
Information Systems
AS/400 APPLICATION (TERMS) SECURITY FORM

SCHOOL BASED

Instructions: Please complete the information in the Employee Information section for the user requesting AS/400 access. On page two, you will also need to check the requested profiles. If you are requesting access to Finance, Payroll, or Property, you must FIRST forward this form to the Finance Department for approval. For all other access, please return to Information Systems by courier, fax (689-7440) or email (ISHelpDesk@mail.okaloosa.k12.fl.us). If you have any questions please call the Help Desk at 689-7164.

Employee Information

Please check one of the following: NEW CHANGE DELETE

School Name & Number: _____

Request Date: _____ Effective Date: _____

Employee Name & DOB: _____

Current User Id: _____ Replacement For: _____

AS/400 Terminal I.D.#: _____ User Phone #: _____
(NOT the L-3 property number)

Job Title: _____

If access to more than one department/school is needed, please list each site number below and explain why:

ON PAGE TWO, YOU WILL NEED TO CHECK THE PROFILES YOU ARE REQUESTING.

Additional Notes:

Principal Authorization: _____
(Signature)

Finance Use

Date Received: _____ APPROVED DENIED

Approved By: _____ Date: _____

Comments: _____

Information Systems Use

Date Received: _____ Terminal ID: _____

User-Id Assigned: _____ Default Password: _____

User Created By: _____ User Created Date: _____

TERMS Completed By: _____ TERMS Completed Date: _____

Multi-Center Approved By: _____ Multi-Center Approved Date: _____

OKALOOSA COUNTY SCHOOL DISTRICT
Information Systems
AS/400 APPLICATION (TERMS) SECURITY FORM

SCHOOL BASED (CONTINUED)

Instructions: Below, you will need to check the requested profiles. If you are requesting access to Finance, Payroll, or Property, you must **FIRST** forward this form to the Finance Department for approval. For all other access, please return to Information Systems by courier, fax (689-7440) or email (ISHelpDesk@mail.okaloosa.k12.fl.us). If you have any questions please call the Help Desk at 689-7164.

<u>Access Group</u>	<u>Profile</u>	
Approval By Finance Needed (only profiles in this box)		
Bookkeeper:	___ SB03	Finance (U) , Property (I)
Payroll Secretary:	___ HS15	School-Based Leave Entry
Administrator:	___ SA02	All Areas (I)
All Student:	___ SC01	All Student
	___ SC02	All Student (I)
	___ SC03	Fingerprint (I)
Guidance:	___ SC10	Grades, Schedules, Other
Discipline	___ SC20	Discipline Entry (+)
Attendance:	___ SC30	Attendance Entry (+)
Health:	___ SC40	Health
Library:	___ SC50	Activities
ESE/Special Programs:	___ SC60	Special Programs (+)
	___ SC65	Staffing Specialists
SRO:	___ SR01	Resource Officer (I)
Lunch:	___ SC70	Lunch Entry (+)
FASTER:	___ SC75	FASTER
Bookkeeper:	___ SB06	Property (I)

Profiles

U Update on group I Inquire Only + Inquire for all other panels