

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

DISTRICT BASED

Instructions: Please complete the information in the Employee Information section for the user requesting AS/400 access. On page two, 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.

Employee Information	<p>Please check one of the following: <input type="checkbox"/> NEW <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETE</p> <p>Department Name & Number: _____</p> <p>Request Date: _____ Effective Date: _____</p> <p>Employee Name & DOB: _____</p> <p>Current User Id: _____ Replacement For: _____</p> <p>AS/400 Terminal I.D.#: _____ User Phone #: _____ (NOT the L-3 property number)</p> <p>If access to more than one department/school is needed, please list each site number below and explain why: _____</p> <p>District school access (Inquire Only): <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>ON PAGE TWO AND THREE, YOU WILL NEED TO CHECK THE PROFILES YOU ARE REQUESTING.</p> <p>Additional Notes: <div style="border: 1px solid black; height: 50px; width: 100%; margin-top: 5px;"></div></p> <p style="text-align: right;">Principal Authorization: _____ (Signature)</p>
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Finance Use	<p>Date Received: _____ APPROVED DENIED</p> <p>Approved By: _____ Date: _____</p> <p>Comments: _____</p>
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MIS Use	<p>Date Received: _____ APPROVED DENIED</p> <p>Approved By: _____ Date: _____</p>
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Information Systems Use	<p>Date Received: _____ Terminal ID: _____</p> <p>User-Id Assigned: _____ Default Password: _____</p> <p>User Created By: _____ User Created Date: _____</p> <p>TERMS Completed By: _____ TERMS Completed Date: _____</p> <p>Multi-Center Approved By: _____ Multi-Center Approved Date: _____</p>
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DISTRICT BASED (CONTINUED)

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Access Group	Profile		
Approval By Finance Needed (Only profiles in this box)			
Finance:	<input type="checkbox"/>	AF29	Requisition Level Approval
		Buyer Code: _____	
Bookkeeper:	<input type="checkbox"/>	SB03	Finance (U) , Property (I)
Payroll:	<input type="checkbox"/>	HS15	School-Based Leave Entry
Other:	<input type="checkbox"/>	AO01	Project Directors
Personnel:	<input type="checkbox"/>	AP01	District Definitions
	<input type="checkbox"/>	HI10	Inservice I
	<input type="checkbox"/>	HP10	Personnel - Definitions 1
	<input type="checkbox"/>	HP11	Personnel - Definitions 2
	<input type="checkbox"/>	HP12	Personnel - Definitions (I)
	<input type="checkbox"/>	HP21	Personnel - Performance Evals
	<input type="checkbox"/>	AF56	Personnel - Certification
	<input type="checkbox"/>	HP30	Personnel - Staff Development
	<input type="checkbox"/>	HP31	Personnel - Staff Development (I)
	<input type="checkbox"/>	HP40	Personnel - Position Control
	<input type="checkbox"/>	HP41	Personnel - Position Control (I)
	<input type="checkbox"/>	HP51	Personnel - H500 Screens
	<input type="checkbox"/>	HP52	Personnel - H500 Screens (I)
	<input type="checkbox"/>	HP53	Personnel - H500-H520 (+)
	<input type="checkbox"/>	HP54	Personnel - H500-H520 (-H507) (+)
	<input type="checkbox"/>	HP55	Personnel - Time History
	<input type="checkbox"/>	HP57	Personnel - H507 / H513 / O513 (I)
	<input type="checkbox"/>	HP58	Personnel - Certification
	<input type="checkbox"/>	HP59	Personnel - H507 / H513 (I) / O513
	<input type="checkbox"/>	HP60	Personnel - Jobs Retirement
<input type="checkbox"/>	HR10	Risk Management I (I)	
<input type="checkbox"/>	HR15	Risk Management II	

Profiles

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Profiles (Continued)	<u>Access Group</u>	<u>Profile</u>	
	Bookkeeper:	<input type="checkbox"/>	SB06
MIS:	<input type="checkbox"/>	AM01	MIS Director
	<input type="checkbox"/>	AM02	MIS II
	<input type="checkbox"/>	AM03	MIS III
Administrator:	<input type="checkbox"/>	SA02	All Areas (I, M)
	<input type="checkbox"/>	SC01	All Student (M)
	<input type="checkbox"/>	SC02	All Student (I, M)
Other:	<input type="checkbox"/>	SC60	Special Programs (+, M)
	<input type="checkbox"/>	SC70	Student Lunch (+)

U Update on group I Inquire Only + Inquire for all other panels M MIS Approval Needed