

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@okaloosaschools.com). 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: _____ Employee I.D. _____

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
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SCHOOL BASED (CONTINUED)

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<u>Access Group</u>	<u>Profile</u>	
Approval By Finance Needed (only profiles in this box)		
Bookkeeper:	<input type="checkbox"/>	SB03 Finance (U) , Property (I)
Payroll Secretary:	<input type="checkbox"/>	HS15 School-Based Leave Entry
Administrator:	<input type="checkbox"/>	SA02 All Areas (I)
All Student:	<input type="checkbox"/>	SC01 All Student (U) - Secondary
	<input type="checkbox"/>	SE01 All Student (U) - Elementary
	<input type="checkbox"/>	SC02 All Student (I)
	<input type="checkbox"/>	SC03 Fingerprint (I)
Guidance:	<input type="checkbox"/>	SC10 Grades, Schedules, Other
Discipline	<input type="checkbox"/>	SC20 Discipline Entry (+)
Attendance:	<input type="checkbox"/>	SC30 Attendance Entry (+)
Health:	<input type="checkbox"/>	SC40 Health
Library:	<input type="checkbox"/>	SC50 Activities
ESE/Special Programs:	<input type="checkbox"/>	SC60 Special Programs (+)
	<input type="checkbox"/>	SC65 Staffing Specialists
SRO:	<input type="checkbox"/>	SR01 Resource Officer (I)
Lunch:	<input type="checkbox"/>	SC70 Lunch Entry (+)
FASTER:	<input type="checkbox"/>	SC75 FASTER
Bookkeeper:	<input type="checkbox"/>	SB06 Property (I)

Profiles

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