

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@okaloosaschools.com). If you have any questions please call the Help Desk at 689-7164.*

Employee Information	Please check one of the following: <input type="checkbox"/> NEW <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETE	
	Department Name: _____	Number: _____
	Request Date: _____	Effective Date: _____
	Employee Name: _____	DOB: _____
	Current User Id: _____	Employee I.D. : _____
	AS/400 Terminal I.D.#: _____	User Phone #: _____
	<b>(NOT the L-3 property number)</b>	
	If access to more than one department/school is needed, please list each site number below and explain why: _____	
	District school access (Inquire Only): <input type="checkbox"/> YES <input type="checkbox"/> NO	
	<b>ON PAGE TWO AND THREE, YOU WILL NEED TO CHECK THE PROFILES YOU ARE REQUESTING.</b>	
Additional Notes: <div style="border: 1px solid black; height: 60px; width: 100%;"></div>		
Principal Authorization: _____ (Signature)		

Finance Use	Date Received: _____    APPROVED    DENIED
	Approved By: _____    Date: _____
	Comments: _____

MIS Use	Date Received: _____    APPROVED    DENIED
	Approved By: _____    Date: _____

Information Systems Use	Date Received: _____	Terminal ID: _____
	User-Id Assigned: _____	Default Pass word: _____
	User Created By: _____	User Created Date: _____
	TERMS Completed By: _____	TERMS Completed Date: _____
	Multi-Center Approved By: _____	Multi-Center Approved Date: _____

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**DISTRICT BASED (CONTINUED)**

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

Profiles

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Profiles (Continued)	<u>Access Group</u>	<u>Profile</u>	
	Bookkeeper: _____	SB06	Property <b>(I)</b>
	Finance: _____	AF60	District Accounts Payable Secretary
	MIS: _____	AM01	MIS Director
	_____	AM02	MIS II
	_____	AM03	MIS II
	Administrator: _____	SA02	All Areas <b>(I, M)</b>
	_____	SC01	All Student <b>(M)</b>
	_____	SC02	All Student <b>(I, M)</b>
	Other: _____	SC60	Special Programs <b>(+, M)</b>
_____	SC70	Student Lunch <b>(+)</b>	

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