



Security Account Modification Form

Revised 2/25/2016

Please print or type.

Submitted by: _____ District: _____ Date: _____

Name: _____ Username: _____

Email Address: _____

Fiscal Services: Treasurer Signature required for changing financial or payroll access:

Please refer to the Security Account Request Form for correct security descriptions

Indicate if security is being added or removed from current security. List Access as Read or Modify and include security description as listed on the Security Account Request Form.

<u>Add / Remove</u>	<u>Access</u>	<u>Description</u>
<input type="checkbox"/> <input type="checkbox"/>	_____	_____
<input type="checkbox"/> <input type="checkbox"/>	_____	_____
<input type="checkbox"/> <input type="checkbox"/>	_____	_____
<input type="checkbox"/> <input type="checkbox"/>	_____	_____
<input type="checkbox"/> <input type="checkbox"/>	_____	_____

Treasurer Signature: _____ Date: _____

Student Services: Superintendent Signature required for changing student data access:

Indicate if security is being added or removed from current security and list role, building and description.

<u>Add / Remove</u>	<u>Role</u>	<u>Building</u>	<u>Description</u>
<input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____

Superintendent Signature: _____ Date: _____

EMIS & FFE Services: Superintendent Signature required for changing data access:

Indicate if security is being added or removed from current security for the following roles.

<u>Add / Remove</u>	<u>Role</u>
<input type="checkbox"/> <input type="checkbox"/>	LEA Collector
<input type="checkbox"/> <input type="checkbox"/>	LEA Submitter
<input type="checkbox"/> <input type="checkbox"/>	LEA Reviewer
<input type="checkbox"/> <input type="checkbox"/>	Flat File Editor

Treasurer Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____