

Northern Ohio Educational Computer Association User Authorization /Security Form

District/Building: _____ Phone _____
Employee Name: _____ Current Username
if applicable: _____
Position With District: _____ Email Address: _____
Employee Signature: _____ Date: _____

PLEASE CHECK EACH TYPE OF ACCESS YOU ARE REQUESTING AND OBTAIN REQUIRED SIGNATURES

Fiscal Services - Requires Treasurer 's Signature

- | | |
|---|--|
| <input type="checkbox"/> Full budgetary access | <input type="checkbox"/> Full payroll access |
| <input type="checkbox"/> Read only USAS (Requisitions only) | <input type="checkbox"/> Access to Payweb Reports |
| <input type="checkbox"/> Accounts Receivable (ARF) | <input type="checkbox"/> Access to Fiscweb Reports |
| <input type="checkbox"/> Inventory access | <input type="checkbox"/> SSWAT access |
| <input type="checkbox"/> Other _____ | |

Treasurer 's Signature: _____

Personnel/Misc. Services - Requires Superintendent's Signature

- Personnel access

Superintendent's signature: _____

EMIS Staff Data in USPSWeb – Requires both Treasurer and Superintendent's Signature

Superintendent's signature: _____

Treasurer 's Signature: _____