NEOnet | Northeast Ohio Network for Educational Technology

# USER ACCOUNT AUTHORIZATION REQUEST

◯ New Account ◯ Change Existing Account ◯ Delete Account

| | | | |
|---|---|---|---|
| - SCHOOL DISTRICT - | - DISTRICT IRN - | - BUILDING - | |
| - FIRST NAME - | - LAST NAME - | - DISTRICT EMAIL - | |
| -TITLE - | - PHONE NUMBER - | - PHONE EXT - | - USERNAME - |

☐ **THE ABOVE EMPLOYEE HAS READ AND UNDERSTANDS THE NEONET USER SECURITY POLICY @ https://portal.neonet.org/web/mycampus/about**

## EFINANCEPLUS

| | | |
|---|---|---|
| ☐ ACA<br>AFFORDABLE HEALTH CARE | ☐ HRVIEW<br>HUMAN RESOURCES VIEW ONLY | |
| ☐ AP<br>ACCOUNTS PAYABLE SUPERVISOR | ☐ INVOICING<br>PROCESS INVOICES | |
| ☐ APVIEW<br>ACCOUNTS PAYABLE VIEW ONLY | ☐ MAINTAWF<br>MAINTENANCE WORKFLOWS | |
| ☐ AUDITOR<br>AUDITOR | ☐ PAYROLL<br>PAYROLL CLERK | |
| ☐ BUDPREP<br>BUDGET PREP | ☐ PO<br>PURCHASE ORDER | |
| ☐ BUDPREPADMIN<br>BUDGET ADMINISTRATOR | ☐ PURDEF<br>PURCHASING DEFAULTS MAINTENANCE | |
| ☐ BUDTRANS<br>BUDGET TRANSFER | ☐ REQNER<br>REQUISITION & ACCOUNT BALANCE | |
| ☐ CHGORDER<br>CHANGE ORDER | ☐ REQWFAPP<br>REQUISITION WORKFLOW APPROVER | |
| ☐ COGNOS<br>COGNOS REPORT STUDIO **Training Required* | ☐ RMHIREMGR<br>HIRING MANAGER | |
| ☐ EMISMGR<br>EMIS MANAGER | ☐ TREASURER<br>TREASURER | |
| ☐ EMISVIEW<br>EMIS VIEW | ☐ VENDORED<br>VENDOR EDIT | |
| ☐ FIXEDASSET<br>FIXED ASSETS | ☐ WKFLWAP<br>WORKFLOW LEAVE APPROVER | |
| ☐ HRMGR<br>HIRING MANAGER | **FOR ITC USE ONLY** | |

## BASE LOCATIONS

| | |
|---|---|
| ☐ ***ALL LOCATIONS** | ☐ ITC1<br>ITC CONVERSION MANAGER |
| ☐ **LOCATION (PLEASE SPECIFY):** | ☐ ITC2<br>ITC SUPPORT |

## EMPLOYEE ADD ROLES

| | |
|---|---|
| ☐ PAYROLL | |
| ☐ PERSONNEL | |
| ☐ EMIS | |
| ☐ OTHER: | |

## ☐ CONFIDENTIAL INFORMATION

| | |
|---|---|
| ☐ FBANK<br>FUND ACCOUNTING BANK INFORMATION | |
| ☐ HBANK<br>HUMAN RESOURCES BANK INFORMATION | |
| ☐ SSN<br>SOCIAL SECURITY NUMBER ACCESS | |

## ☐ NEOnet - OFFICE USE ONLY

| | |
|---|---|
| ACTIVE DIRECTORY ACCOUNT CREATED | |
| ☐ CREATE USER ACCOUNT | |
| ☐ GRANT ROLES | |
| ☐ USERID: | |
| COMPLETED BY: | |
| DATE: | |

| | | |
|---|---|---|
| EMPLOYEE – PRINT NAME | EMPLOYEE SIGNATURE | DATE |
| TREASURER/SUPERINTENDENT – PRINT NAME | TREASURER/SUPERINTENDENT SIGNATURE | DATE |