AUTHORIZED ACCOUNT APPLICATION

PLEASE COMPLETE EACH SECTION OF THIS APPLICATION. THIS APPLICATION WILL NOT BE PROCESSED UNLESS ALL AREAS ARE COMPLETED AND PROPER SIGNATURES ARE OBTAINED

FIRST AND LAST NAME (PRINT PLEASE):_____ POSITION:_____

PRIMARY EMAIL ADDRESS:_____

SCHOOL DISTRICT:_____

SUPERVISOR NAME:_____

SCHOOL BUILDING:_____PHONE NUMBER:_____

DISTRICT IRN:_____ BUILDING IRN:_____

****

Please circle why this Application is being submitted:

-New Account

-Update my Account (Circle all accesses that are needed on the next page, including any updates. Whatever accesses are circled on the next page is what you will have access to.)

-Delete Account

****

Printer Specifications: **Fill in all printer queues that this person will access**

Attached Printer:

Make:_____

Model:_____

Queued Printer:

Name of Default Print Queue: (Example: AE$PRINT)

_____

****

Required Signatures: **Appropriate Signatures are required to process this Application**

Applicant:_____Date:_____Supervisor:_____Date:_____

Treasurer:_____Date:_____

Superintendent:_____Date:_____

Items denoted with a "1" and Items denoted with a "2" on the next page require Superintendent and/or Treasurer Signature

NOACSC Software Access Request Form (ETERM)

KEY to ACCESS CODES: RO-Read Only, ST-Standard, GM-Group Manager: Please Circle Choices

[*1] Requires Treasurer's Signature **[*2] Requires Superintendent's Signature**

OECN_EIS [1]	**Equipment Inventory**	**RO**	**ST**	**GM**
OECN_EMIS [1,2]	**EMIS EMAIL and 11K EMIS data and prior**	**RO**		
OECN_EMIS_FIN [1]	**EMIS Financial Expenditure Flow Model (EFM) Program and EMIS EMAIL**	**RO**	**ST**	**GM**
OECN_PPS [2]	**Personnel (EMIS related USPS screens-DEMSCN, POSSCN)**	**RO**	**ST**	**GM**
OECN_USAS [1]	**Accounting**	**RO**	**ST**	**GM**
OECN_USAS_REQ [1]	**Requisitions**		**ST**	
OECN_USPS [1]	**Payroll**	**RO**	**ST**	**GM**
OECN_USPS_EMIS [1]	**EMIS Entry Screen in USPS WEB**		**ST**	
OECN_AR [1]	**Accounts Receivable**	**RO**	**ST**	**GM**
OECN_GAAP [1]	**Generally Accepted Accounting Principles**		**ST**	
WEB_EMIS [1,2]	**EMIS Reports on the WEB**		**ST**	
WEB_USAS[1]	**Monthly Financial Reports on the web as created by Monthly CD**		**ST**	
WEB_USPS[1]	**Payroll Reports on the WEB as created by CHKUPD, etc.**		**ST**	
OECN_CSSR[1]	**Free and Reduced Lunch**	**RO**	**ST**	**GM**
OECN_OECN[1]	**5 YR Forecast, CEU Submission, Listmaker**	**RO**	**ST**	**GM**

***For **LIBRARY SERVICES DATABASE ACCESS**, please have Superintendent or Principal email username and email address to infohio_liasons@noacsc.org

*****Please scan and send this form to usas_liaisons@noacsc.org or fax to 419-222-5635, attention Jennifer Schwartz*****Updated 04/2013**