



Use this form to request authorization to access online documents excluding HR in AppEnhancer

☐ **New Authorization** ☐ **Add** ☐ **Delete**

Employee's Last Name:

First Name:

User Network Login Name:

Employee ID #:

Department Name:

Position/Title:

DEPARTMENT APPLICATIONS

- ☐ ACADEMIC SERVICES - SPED Student Files
- ☐ ASSESSMENT ACCOUNTABILITY & COMPLIANCE
- ☐ BENEFITS – SSLB
- ☐ BENEFITS – Workers' Comp
- ☐ BOARD SERVICES - Meeting Folders/Minutes
- ☐ BUDGETING - Grants & Donations
- ☐ BUSINESS SOLUTION - Supplier Diversity
- ☐ COLLEGE CAREER & MILITARY Readiness
- ☐ CONSTRUCTION SERVICES -- Archives
- ☐ EARLY CHILDHOOD -- PreK Documentation
- ☐ GRANT DEVELOPMENT
- ☐ HEALTH & MEDICAL SERVICES
- ☐ IT – ECF - T-Mobile
- ☐ IT – SIS Security Authorization Forms
- ☐ LEGAL SERVICES - Public Info Office- AG Opinion
- ☐ PAYROLL
- ☐ POLICE DEPT - Personnel Training
- ☐ PURCHASING SERVICES
- ☐ REAL ESTATE - Property Records
- ☐ RISK MANAGEMENT - Bonds
- ☐ SPECIAL EDUCATION - Parental Consent Forms
- ☐ STUDENT ASSESSMENT - Admin/School Level Security Docs

Access will not be granted without signatures and dates. Incomplete forms will be returned.

Approval By: _____
(Executive or Direct Supervisor/Manager only)

Date: _____

Printed Name: _____

******* DOCUMENT IMAGING SERVICES DEPARTMENT USE ONLY *******

☐ Assigned to AX Security Group

☐ Assigned to License Group

Completed by:

Date: