Brownsville Independent School District
Memo to New Administrative Computer Users

To: New Administrative Computer User

From: Sungard Business Plus Helpdesk

Subject: Important Information for New Users

User Request for Financial Systems Access Form

A form to request access to the Financial System is enclosed on the next page. Before completing and returning the form, please read the Computing Policies below. Signing below acknowledges that you have read, understand, and agree to abide by the policies as they are stated.

Return your form by fax to the Sungard Business Plus Helpdesk Area at **956-548-7933**, complete with the required signatures and necessary information. Upon receipt of the form, your account will be established. You will receive notification when your account has been established.

Financial Systems Computing Policies

A computer account is issued by Computer Services and is considered to be the property of the Brownsville Independent School District. The account is no longer valid if your association with the district is terminated. By signing this form, you agree to abide by the policies established by the Computer Services Department in your use of this account. In particular, you understand that:

You are the custodian of your own account(s) and the owner of all files used by you and/or your staff.

2.   Your computer account will be used to access resources and facilities for bona fide administrative and data entry purposes only.

3.   You will not attempt to access any other person's account or files (except those files of which you are the custodian) unless you have written permission from the account custodian to do so.

4.   You will not use district computer resources purely for personal gain.

5.   You will not attempt to circumvent district computer security systems.

6.   You will respect all copyrights.

7.   You are responsible for everything that happens under your account and will notify the Sungard Business Plus Helpdesk or the Computer Services Department if you suspect that anyone else has used this account.

8.   It is your responsibility to change your password when you receive your login and if you suspect that anyone has been using or knows your password.

10.   It is your responsibility to keep your password secret.

Personnel who violate these policies, abuse the computing resources of the district or who misuse an account will be subject to the revocation of their login

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I hereby acknowledge that I received a copy of the Computer Services Financial Systems Computing Policies. I read, understand, and agree to abide by them.

Employee Signature   Date

_____   _____

User Request for Sungard Business Plus Systems Access

Date: _____

Name: _____   Title: _____

Dept/School: _____   Phone Number _____

Email Address: _____

Note: Email Address is required in order to receive notification when a PR has been approved or denied.

Supervisor (Print): _____   Title: _____

Supervisor Signature _____

* Special Approval By: _____   * Title: _____

* Signature: _____   * Dept/Area: _____

* Note: Certain Departments require that a signature from a particular area be obtained before access is granted to data pertaining to that area.

Check one: ☐ New User   ☐ Delete User   ☐ Modify Existing User

If you already have a User ID for **your current location**, Enter it here: _____

If you have an existing User ID but for **another location**, Enter it here: _____

Requesting **EXACTLY the same capabilities as** user with the following Name: _____

with the following User ID (if known): _____

Indicate requested function by marking the column next to the requested function.

Function		Function	
☐	Create/Modify Purchase Requisitions	☐	Inquire on Purchasing Data/Run Reports
☐	Receive Purchased Orders	☐	Inquire on General Ledger Data/Run Reports
☐	Approve Purchase Requisitions		
☐	Other (Please state area here): _____		

Computer Services Use Only

Supplemental Security Capabilities

General Ledger

Access to Key Parts/Numbers	Access to Location(s)

Web Access

Web Access Only	IFAS & Web Access
☐	☐

Purchasing

Security Codes:		

PC Products Capability

CDD

Access to print CDD Reports	CDD Role(s)

Workflow

Workflow Access	Workflow Role(s)

Entered by: _____   Date: _____