



Brownsville Independent School District Memo to New BusinessPLUS Software System Users

To: New BusinessPLUS Software System User

From: Business Software Helpdesk

Subject: Important Information for New Users

User Request for BusinessPLUS Software System Access Form

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

Return your form via [email to: todda@bisd.us](mailto:todda@bisd.us), complete with the required signatures and necessary information. You will receive an email notification when your account has been established.

BusinessPLUS Software System Policies

A BusinessPLUS Software System user login 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 The account is no longer valid if your association with the district is terminated.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 Business Software Department in your use of this account. In particular, you understand that:

1. You are the custodian of your own account(s) and the owner of all files used by you and/or your staff.
2. Your login 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 Business Software Helpdesk or the Computer Services Department if you suspect that anyone else has used your account.
8. 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.

I hereby acknowledge that I received a copy of the BusinessPLUS Software System's Policies. I read, understand, and agree to abide by them.

Employee Signature _____ Date _____

User Request for BusinessPlus Software System 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: _____

User ID (if known): _____

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

Function	Function
<input type="checkbox"/> Create/Modify Purchase Requisitions	<input type="checkbox"/> Inquire on Purchasing Data/Run Reports
<input type="checkbox"/> Receive Purchased Orders	<input type="checkbox"/> Inquire on General Ledger Data/Run Reports
<input type="checkbox"/> Approve Purchase Requisitions	
<input type="checkbox"/> Other (Please state area here): _____	

Computer Services Use Only

Supplemental Security Capabilities

General Ledger	Web Access														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Access to Key Parts/Numbers</th> <th style="width: 50%;">Access to Location(s)</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Access to Key Parts/Numbers	Access to Location(s)									<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Web Access Only</th> <th style="width: 50%;">IFAS & Web Access</th> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Web Access Only	IFAS & Web Access	<input type="checkbox"/>	<input type="checkbox"/>
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PC Products Capability

CDD	Workflow												
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Entered by: _____ Date: _____