



## WinCap Security Maintenance Authorization Form

**School District/BOCES:** \_\_\_\_\_

I, the undersigned chief school business official for the designated school district/ BOCES do hereby approve the following changes relative to the maintenance of user security for the *WinCap* application.

\_\_\_ *New WinCap Sites:* System Manager Designee \_\_\_\_\_  
(Name)

\_\_\_ *Existing WinCap Sites:* Change the currently designated System Manager, \_\_\_\_\_,  
to \_\_\_\_\_. Please note effective date if not immediate. \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Name)

**Please provide contact information for new system manager or new backup system manager---phone, fax, email, mailing address:**

\_\_\_ Allow the designated System Manager, \_\_\_\_\_, the right to update their own user security  
(Name)

\_\_\_ Designate the following individual to serve as a backup System Manager. This allows them to update the user rights for the primary System Manager and all other users (necessary in the absence of the primary System Manager). They cannot update their own rights.

\_\_\_\_\_  
(Name)

\_\_\_ Rescind the right to update their own user security for \_\_\_\_\_  
(Name)

\_\_\_ Rescind the designation of the following individual to serve as a backup system manager:

\_\_\_\_\_  
(Name)

\_\_\_ Allow all designated System Managers to delegate rights to reset passwords and re-activate locked out users. (*System Managers automatically have this right unless rescinded.*)

\_\_\_ Rescind the right for System Managers to delegate rights to reset passwords and re-activate locked out users.

\_\_\_ Rescind the right for System Manager(s) to reset user passwords and reactivate locked out users. (*This will automatically rescind the right to delegate this right to other users*)

\_\_\_ Re-instate the right of System Manager(s) to reset user passwords

\_\_\_ Enforce linking of User Security to *WinCap* employee file, if user is designated as an employee. (*Important: Active users must be linked to their employee record before this feature is activated or the user will not be allowed to log into WinCap*)

\_\_\_\_\_  
Printed Name of Chief Bus Official      Signature      \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

*Note: Signature will be verified with a phone call or via email to the signer.*

For more information

[www.harrisschoolsolutions.com](http://www.harrisschoolsolutions.com)

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