



LONG BEACH UNIFIED SCHOOL DISTRICT
Business Department/Financial Services

FINSYS SYSTEM ACCESS REQUEST

CHECK 1, 2 or 3 and fill in as needed:

1. NEW USER PROFILE
2. CHANGE USER PROFILE - Specify:
 User Name: _____
 Access (see below)
 Name (Former: _____)
 Site (Previous: _____)
 Other: _____
3. INACTIVATE USER PROFILE

Complete Payroll Name AND Phone/Extension

Employee ID

E-mail Address

Site Code & Name

Job Title

List specific sites/resources to which access is needed here:

Site#	Site Name	Resource#	Resource Name
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Note: If more sites/resources required, attach separate sheet following same format as seen here.

If access to all sites is needed, do not list above. Check here: _____

If access to all resources is needed, do not list above. Check here: _____

If "all sites" or "all resources" is requested, provide a brief justification:

<p>Specify type of access (check all requested):</p> <ul style="list-style-type: none"> Budget Inquiry Non-stock Requisitioning Input Approval Stock Requisitioning Input Approval - Site Level Approval - District Level Payroll Clerk Other / Admin (Describe in Comments) 	<p>Comments / Special Requests:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Approved by: _____ Title: _____ Date: _____
Initial **Print Administrator or Director ONLY**

Site Name: _____ Site Code: _____ Extension: _____

Send Approved Form To FISCAL SERVICES

FOR SECURITY ADMINISTRATOR USE ONLY

Fiscal Services
 User Profile Setup / Change: _____

User Name: _____

Completed by: _____ Date: _____