NEW USER SETUP

**DISTRICT / SCHOOL NAME**       **DISTRICT NUMBER**

**NAME (First)**       **(Last)**       **as it appears in SMART HR**

**e-MAIL ADDRESS**

**USER ID:**School Employee- YES [ ]  Employee ID       *(If Appl)* Replacing:       ID#
NO [ ]  User ID       *(Submit Remove User Form if the above emp left district.)*

**ACCESS: Finance** [ ]  **HR** [ ]  **Both** [ ]  **IF both; default s/b Fin** [ ]  **HR** [ ]

**Finance** Completed       **Human Resources** Completed

[ ]  Business Manager – Full Access to **ALL & Reports** [ ]  Full access to all areas (Payroll, HR, TimeOff)

[ ]  Assist BusMgr –(Pared down access, No Bdgt Wkpapers) [ ]  Payroll access only [ ]  View only

[ ]  Accounts Payable Clerk (Inc: PO & FA) [ ]  View only [ ]  HR/Personnel access only [ ]  View only

[ ]  Accounts Receivable Clerk [ ]  View only [ ]  TimeOff access only [ ]  View only

[ ]  PO Clerk [ ]  View only [ ]  Injuries & Workers Comp only [ ]  Cobra only

[ ]  Read/View only access (Superintendent/Principal) [ ]  Timecard only [ ]  STAR only
**Location Default**       [ ]  HR - Other
**Other Specialized Finance Added Access Items:**[ ]  A/P Reports (1099s, PERA Exclusion, New Hire – These reports are included under BusMgr & AsstBusmgr Profiles)
**User Comments:**
**SMARTeR** (if applies) Description/Roles:       Completed
**For CITRIX New User - District MUST PROVIDE PASSWORD :**
**(8 Characters – Alpha/Numeric & characters are allowed)**

 **FOR cmERDC USE ONLY
CREATE CITRIX LOGON** Completed      Citrix Login       ADD email to master list: YES [ ]  NO [ ]
(*Must check)*
**CREATE SUPPORT SITE LOGON:** Completed       [ ]  SmartSys-101 [ ]  UFARS-01 [ ]  Other SVCS **SMART USER ADDITIONAL SETUPS:**
User added to Default Images: YES [ ]  NO [ ]  User added to Acct Code Permissions: YES [ ]  NO [ ]