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