

DISTRICT SCHOOL BOARD OF PASCO COUNTY

TERMS Security Access Request Form

MIS Form #150
Rev. 4/09

Instructions:

1. Complete and send to Information Services, ATTN: Security Requests, any time there is a change in an employee's job status or assignment.
2. Provide the employee's full legal name, current job title, security profile(s) requested (see back), User ID (if already assigned), and the phone extension of the individual requesting access. This form is for **only** one employee. Group changes must be pre-approved.
3. Written confirmation of the employee's TERMS security system information assigned by Information Services will be provided.

Employee Name _____ Phone Number _____
 Job Title _____ USER ID (if assigned) _____
 Cost Center Name _____ CC# _____ Session ID _____
 Teachers ONLY: Basic ESE CCTE Printer IP Address _____

SECURITY REQUEST			
Indicate the following:	<input type="checkbox"/> ADD NEW USER	<input type="checkbox"/> CHANGE PROFILE(S)	<input type="checkbox"/> DELETE USER
	<input type="checkbox"/> JOB STATUS CHANGE		
Job status change:	Cost center transferred FROM _____	Previous job title _____	Effective date of change:
	Cost center transferred TO _____	Current job title _____	
<input type="checkbox"/> Name Change:	Former Name _____		

SECURITY LEVEL PROFILES REQUESTED

Enter the Security Profile Access Codes you are requesting as detailed on the list of TERMS SECURITY PROFILES listed on the TERMS SECURITY web site. For all database systems, (Finance, Human Resources, and Student) select the Security Profile(s) that align best to your position and work assignment. **ACTION CODES: A = ADD C = CHANGE D = DELETE**

ACTION CODE	HUMAN RESOURCES	FINANCE	STUDENT

Multi-Department/School Access If access is required for more than one department/school, please list each cost center number as needed and indicate the action. **A = ADD or D = DELETE**

ACTION A or D	Cost Center Number(s)	ACTION A or D	Cost Center Number(s)	Reason for Access Request

If access to **ALL SCHOOLS** (District) is required, please indicate: YES _____ NO _____ If yes, please provide the reason below:

COST CENTER AUTHORIZATION

Approved _____

Print Name
Signature
Phone Ext.
Date

Human Resource System Approval All access to the Human Resource system will require an approval from either the Payroll or Human Resources Department. Based on the type of request, this form will be forwarded to those offices for approval by Information Services.

Approved _____

Print Name
Signature
Phone Ext.
Date

COMPLETED BY INFORMATION SERVICES STAFF ONLY

Request Log # _____

Date Received _____ Date Notified _____
 AS400/TERMS Security Completed by _____ Date _____
 Printer Device ID Assigned _____ New User ID _____

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Back

Finance Information System

TERMS V3R1

School and Department Profiles

F000 - Full Cost Center Inquiry	FFTE - Field Trip Entry (Transportation Request)	FSPL - Place Managers Profile
FRQA - Requisition Approval (Purchase Request, Transportation Requests, Warehouse Orders)	FRQE - Purchase Requisition Entry	FPRI - Property Records Inquiry
F310 - Bookkeeper	FWHE - Warehouse Order Entry	FPRU - Property Records Update
	FWKO - Work Order Entry	FC01 - Cafeteria Managers
	FSCA - Internal Accounts Cashier	FGSR - Graphic Services Request Entry

Finance, Purchasing and Accounts Payable Department Profiles

DF00 - Full inquiry and reporting	DFJE - Journal Entries (F612)	DFDU - Dimension (A150) Update
DFAC - Acct Update (F616)	DFLJ - Local JE Post (L902)	DP01 - District Purchasing
DFBA - Budget Amendment	DFPJ - Post JE (F615)	DP02 - District Purchasing Expanded
DFBK - Bank Activity	DFVC - Void Checks	DA01 - District A/P Supervisor
DFCR - Cash Receipt Entry	DFPR - Property Control	DA02 - District A/P Staff
DFDP - Post Deposits	DFMT - Maintenance Posting	

Maintenance Profiles

DM01 - Inquiry and Reports	DM05 - Work Order Mgmt
DM02 - Definitions	DM06 - Work Order Assignment
DM03 - Inventory Mgmt Update	DM07 - Work Order Entry
DM04 - MTLE to Finance Post	

Transportation Profiles

DTAL - Veh Maint All Update	DTWO - Veh Maint Work Order Mgmt
DTPM - Veh Maint Parts Mgmt	DT01 - Field Trip Maintenance
DTQY - Veh Maint Query Only	DT02 - Field Trip Query & Reports
DTRP - Veh Maint Reports & Query	

Telecommunications Profiles

DTEL - Telecom Work Order & Parts
DTE2 - Telecom Work Order, Parts & Finance Posting

Distribution Services Profiles

DW01 - Warehouse Shipping/Receiving
DW02 - Warehouse PO Update
DW03 - FNS WHSE Approval & Item Update

Human Resource Information System

TERMS V3R1

District Profiles

DH01 - District Administration HR Group	DH18 - HR Assistant - Lvl 4	DH33 - Finance Assistant - Budget
DH02 - HR Related Specialist	DH19 - HR Assistant - Lvl 5	DH34 - Finance - Internal Auditor
DH03 - EBARM Specialist	DH20 - HR Assistant - Lvl 6	DH35 - Finance Assistant - PLACE
DH05 - HR Specialist	DH21 - HR Assistant - Lvl 7	DH36 - Finance Assistant - Capital Projects
DH10 - HR Certification Specialist	DH22 - HR Assistant - Lvl 8	DH37 - Finance Assistant
DH11 - IS Staff	DH23 - HR Payroll Coordinator	DH40 - District Bookkeeper/Secretary
DH12 - IS Supervisor	DH25 - HR Related Specialist	DH41 - Purchasing Buyer/Assistant
DH15 - HR Assistant - Lvl 1	DH26 - HR Secretary	DH42 - District Coordinator/Specialist
DH16 - HR Assistant - Lvl 2	DH30 - Finance Management	DH45 - District Management
DH17 - HR Assistant - Lvl 3	DH32 - Finance Assistant - HR	DH99 - Operator

School and Department Profiles

H001 - Payroll Entry Function	H002 - Leave Entry Function	H003 - Leave Inquiry Function
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Student Information System

TERMS V3R1

School and Department Profiles

S001 - Principal	S004 - Elem, Asst Principal	S005 - Secondary, Asst. Principal
S006 - Secondary Adult Ed AP	S007 - Elem, Data Entry Operator	S008 - Secondary, Data Entry Operator
S009 - Adult Ed, Data Entry Operator	S010 - Adult Ed, Secretary	S011 - Guidance Counselor, Career Specialist
S015 - Registrar	S018 - Drivers License	S019 - Student Test
S020 - Secondary Attendance	S025 - Discipline	S030 - Health, Clinic
S035 - SRO; Athletic Director	S040 - Social Worker	S041 - School Psychologist
S050 - Secretary, Principal	S051 - Secretary, Guidance	S052 - Secretary, ESE
S054 - Secretary, Elementary	S055 - Secretary, Secondary	S060 - ESE Specialists, Audiologist
S061 - Behavior Specialist	S063 - Tech Specialist	S064 - Media Specialist
S065 - K-12 Literacy Coach	S066 - Speech Specialist	S072 - ESOL Resource
S080 - Bookkeeper, Student Inquiry	S090 - School - General Inquiry	ST01 - Teacher

District Profiles

DS01 - Directors/Supervisors/Secretaries	DS02 - District Transportation
DS04 - Transportation Services	DS05 - District Update
DS10 - District General Inquiry	DS12 - Literacy Specialists
DS30 - ESE Staff Profile	