

# SYSTEMS ACCESS REQUEST FORM

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Submit this form to the Information Systems Department via the Help Desk  
 Save and attach this file to the ticket.

**Date:**

**District:**

**Access for (Name):**

**Job Title:**

**Supervisor**

Access to the following Systems

PowerSchool

PS- Admin

PS- Teacher

Building(s)

Synergy -

Synergy AdminVue

Synergy TeacherVue

ESS - Employee Self Serve

Sequel Viewpoint

Finance - CIMS (Web & Traditional)

ASCENT GL Inquiry ONLY

Permissions: A/C/D = Add, Change & Delete L=Lookup ONLY

Synergy - Organization	Financial Management System	Payroll Management System
Select Focus	A/ C/D L	A/ C/D L
Ed-Tech <input type="radio"/>	G.L. Accounts - <input type="radio"/> <input type="radio"/>	Basic Employee - <input type="radio"/> <input type="radio"/>
Adult Ed <input type="radio"/>	Gen. Ledger Reports - <input type="radio"/> <input type="radio"/>	Attendance - <input type="radio"/> <input type="radio"/>
Community Ed <input type="radio"/>	Accounts Payable - <input type="radio"/> <input type="radio"/>	Absence Balances <input type="radio"/> <input type="radio"/>
Alternative Ed <input type="radio"/>	Purchase Requisitions <input type="radio"/> <input type="radio"/>	Contract Balance <input type="radio"/> <input type="radio"/>
Early Childhood <input type="radio"/>	Vendor Information - <input type="radio"/> <input type="radio"/>	Payroll Data - <input type="radio"/> <input type="radio"/>
Early On <input type="radio"/>	Purchase Orders - <input type="radio"/> <input type="radio"/>	Assignments - <input type="radio"/> <input type="radio"/>
Special Ed <input type="radio"/>	Invoices - <input type="radio"/> <input type="radio"/>	<input type="text"/> <input type="radio"/> <input type="radio"/>
<input type="radio"/>	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>
<input type="radio"/>	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>

I have read & understand the Policies & Procedures  Yes -  No

The business office is required to maintain any and all account restrictions.

In order to ensure you receive the system permissions you need, please use this space to define job functions:

Authorized Signature \_\_\_\_\_