

# West Contra Costa Unified School District

## Munis System Security and Access Authorization

<b>User Information (PLEASE PRINT):</b>
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<b>Employee Name:</b>		<b>Employee ID #:</b>		<b>Telephone:</b>	
<b>Job Title:</b>				<b>Site:</b>	

(CHECK)	EMPLOYMENT TYPE:		If not a permanent employee indicate date assignment will end.	CHECK	REASON FOR CHANGE:	THIS USER REPLACES:
	Permanent Employee				ADD/NEW	Last Name:
	Substitute/Retiree	End Date			CHANGE	First Name:
	Consultant	End Date			DELETE	Position:

<b>Comments:</b>	
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<b>District Email:</b>
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<b>District Email Address:</b>
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<b>Munis:</b>
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<b>The user will have access to:</b> Online Reports, Creating Purchase Requisitions, Creating (warehouse) Requisitions and On-Line Receiving
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<b>User Statement of Responsibility:</b>
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These systems are for the use of authorized users only. Individuals using these systems without authority, or in excess of their authority, are subject to having their activities on the systems monitored and recorded by system personnel. In the course of monitoring individuals improperly using these systems, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using these systems expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials. I agree to abide by the statement above and Board Policy 4040.

<b>Employee Signature:</b>	<b>Date:</b>
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<b>Supervisor Approval:</b>
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<b>Once permission to Munis has been given, the Site Administrator will be responsible for any work done on the system by the user.</b>		
<b>Supervisor:</b>	<b>Title:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Telephone:</b>	<b>Fax:</b>

<b>Login Information</b>
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<b>Munis Completed By:</b>	<b>Date:</b>
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FAX completed form to (510) 620-2268