 ***SWWC - REGION IV USER AUTHORIZATION FORM December 2021***

*Return securely to either* *FinSupport@swwc.org* *or* *HRSupport@swwc.org* *or fax to 507-537-6985*

District Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Users Full Legal Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Employee -[ ]  Yes Employee ID Number\_\_\_\_\_\_\_\_\_\_ User’s Title or role\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  No User ID \_\_\_\_\_\_\_\_\_\_\_\_ User’s Title or role\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\* Is this user replacing one that should be deleted*? If yes, please enter info below:*

User ID\_\_\_\_\_\_\_\_\_\_ User Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\* Do you want to copy the access of another active user? *If Yes, enter User ID and Name and skip to Security Box*

User ID\_\_\_\_\_\_\_\_\_\_ User Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check **ONE**: [ ] SMART HR [ ] SMART Finance [ ] Both (HR Default) [ ] Both (Finance Default)

**Additional Info for SMART HR User:** Check all functions the user should have access to:

[ ]  ACA [ ]  Acct code xfer [ ]  Budget [ ]  COBRA [ ]  Emp Assign [ ]  Human Resources [ ] Injuries & Workers Comp [ ]  Payroll

 [ ]  Personnel [ ]  STAR [ ]  View Only Payroll [ ]  Time Off [ ]  View Only Personnel [ ]  View Only TimeOff

[ ]  Medical/Immunizations Other instructions:\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Additional Info for SMART Finance User:** Check all functions the user should have access to:

[ ]  Accounts Payable Clerk [ ]  Accounts Receivable Clerk [ ]  Assistant Business Manager [ ]  Auditor, Finance [ ]  Auditorfin-FJE [ ]  Business Manager [ ]  Finance Menu-Other Dist. Reports [ ]  Fixed Asset [ ]  PO Clerk [ ]  Receiving Clerk

[ ]  Superintendent/Principal ***(view only****)* [ ]  Special Ed Director [ ]  View-AP [ ]  View-AR [ ]  View-PO

Other Instructions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Info for eR –** Check all functions the user should have access to:

 [ ]  ACA Admin [ ]  APADMIN (1099s) [ ]  POADMIN [ ]  Setup [ ]  Supervisors Report of Accident (SRAAdmin)

 [ ]  TRANSADMIN [ ]  Transportation [ ]  W-2 Admin [ ]  WAGE Admin

Other Instructions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Security- (Must check one option below)**

 [ ]  Employee will use cell phone to receive RDP Smart Duo Security **Cell Phone Number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Employee requests a RDP Smart Token ($40 annual fee)

Add User to Region IV Contacts? [ ]  Yes [ ]  No

Add to Distribution List? (check any needed) [ ] Payroll [ ] Finance

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***SWWC- REGION IV USE ONLY*  entered *initials\_\_\_\_\_\_\_\_\_\_\_***

**RDP Login\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*initials\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_***

**RDP deleted *initials\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_***

**Duo enabled *initials*\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_ Sent to District *initials\_\_\_\_\_\_\_\_\_\_\_ Date****\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Added to Contacts *initials\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_* Deleted from Contacts *initials\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_***