



528 Educational Highway
 Warren, OH 44483
 Phone: 330-847-6464
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Northeast Ohio Management Information Network

EFINANCE USER ACCOUNT AUTHORIZATION REQUEST

New Account

Change Existing Account

Delete Account

-SCHOOL DISTRICT-	-DISTRICT IRN-	-BUILDING-
-FIRST NAME-	-LAST NAME-	-DISTRICT EMAIL-
-TITLE-	-PHONE NUMBER- -PHONE EXT-	-USERNAME-

EFINANCEPLUS	
<input type="checkbox"/> TREAS TREASURER	<input type="checkbox"/> FUND ACCOUNTING ADMINISTRATOR
<input type="checkbox"/> EMISMGR FINANCIAL EMIS	<input type="checkbox"/> REQNER REQUISITION & ACCOUNT BALLANCE
<input type="checkbox"/> EMISVIEW STAFF EMIS	<input type="checkbox"/> REQWFAPP REQUISITION WORKFLOW APPROVER
<input type="checkbox"/> HRVIEW HUMAN RESOURCES VIEW ONLY	<input type="checkbox"/> PO PURCHASE ORDER
<input type="checkbox"/>	<input type="checkbox"/> PAYROL PAYROLL CLERK
<input type="checkbox"/>	<input type="checkbox"/> AUDITOR READ ONLY
BASE LOCATIONS	
IF FOLLOWING OHIO BEST PRACTICES, BASE LOCATIONS ARE THE OPU	
<input type="checkbox"/> *ALL LOCATIONS	<input type="checkbox"/>
<input type="checkbox"/> LOCATION (PLEASE SPECIFY):	<input type="checkbox"/>

NEOMIN-OFFICE USE ONLY
<input type="checkbox"/> ACTIVE DIRECTORY ACCOUNT CREATED
<input type="checkbox"/> CREATE USER ACCOUNT
<input type="checkbox"/> GRANT ROLES
<input type="checkbox"/> USERID:
COMPLETED BY:
DATE:

 EMPLOYEE – PRINT NAME

 EMPLOYEE SIGNATURE

 DATE

 TREASURER – PRINT NAME

 TREASURER SIGNATURE

 DATE

 SUPERINTENDENT – PRINT NAME

 SUPERINTENDENT SIGNATURE

 DATE

 NEOMIN EX DIRECTOR PRINT NAME

 NEOMIN EX DIRECTOR SIGNATURE

 DATE