528 Educational Highway
Warren, OH 44483
Phone: 330.847.6464
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Northeast Ohio Management Information Network

EFINANCEPLUS 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				NEOMIN-OFFICE USE ONLY	
☐	TREAS TREASURER	☐	FUND ACCOUNTING ADMINISTRATOR	☐	ACTIVE DIRECTORY ACCOUNT CREATED
☐	EMISMGR FINANCIAL EMIS	☐	REQNER REQUISITION & ACCOUNT BALANCE	☐	CREATE USER ACCOUNT
☐	EMISVIEW STAFF EMIS	☐	REQWFAPP REQUISITION WORKFLOW APPROVER	☐	GRANT ROLES
☐	HRVIEW HUMAN RESOURCES VIEW ONLY	☐	PO PURCHASE ORDER	☐	MAINTAWF MAINTENANCE WORKFLOWS
☐	AUDITOR READ ONLY	☐	PAYROL PAYROLL CLERK		
BASE LOCATIONS					
IF FOLLOWING OHIO BEST PRACTICES, BASE LOCATIONS ARE THE OPU				**USERID:**	
☐	*ALL LOCATIONS			**COMPLETED BY:**	
☐	LOCATION (PLEASE SPECIFY):			**DATE:**	

EMPLOYEE – PRINT NAME	EMPLOYEE SIGNATURE	DATE

TREASURER – PRINT NAME	TREASURER SIGNATURE	DATE

SUPERINTENDENT – PRINT NAME	SUPERINTENDENT SIGNATURE	DATE

NEOMIN DIRECTOR – PRINT NAME	NEOMIN DIRECTOR SIGNATURE	DATE