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

*Return securely to either* [*FinSupport@swwc.org*](mailto:FinSupport@swwc.org) *or* [*HRSupport@swwc.org*](mailto: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\_\_\_\_\_\_\_\_\_\_\_\_\_***