



Johnson City Central School District
 666 Reynolds Road, Johnson City, New York 13790
 www.jcschools.com



Request for Financial Software Access

I would like to request permission to use the Johnson City School District Financial Software in the capacity indicated on the attached permission worksheet. Being granted this permission will allow me the appropriate access needed to perform my daily duties. I understand that this permission is granted only to those who strictly follow our school's "Acceptable Use Policy" as established by our Board of Education in policy 8630.

I understand that for security reasons, my password is to be kept confidential and that my password will need to be changed periodically when prompted by the software

Forgotten Passwords:

You will need to contact Information Services to have your forgotten password reset.

Employee Name: _____
(please print)

Employee Signature: _____ Date: _____

Jobtitle / Position: _____ Building: _____

Information Services Use Only

Financial Software
 User ID: _____

Temporary Password: _____ (this password will work for a maximum of 1 login)

Account Approval

Accountant's
 Signature: _____ Date: _____

School Business
 Executive's Signature: _____ Date: _____

Superintendent's
 Signature _____ Date: _____