



Santa Barbara County Education Office

4400 Cathedral Oaks Road, P.O. Box 6307, Santa Barbara, CA 93160-6307
 (805) 964-4711 • Fax (805) 964-4712 • Direct Dial 964-4710 plus extension

Service and Leadership • www.sbceo.org

HP 3000 Account Authorization

Please use this form to add or delete users from any of the various areas of the finance and payroll systems. If you have any questions, please contact SBAS at 964-4710 ext. 5273.

Directions: (SEE SHADED EXAMPLES BELOW)

1. Write the user's name on the line provided (last name, first name).
2. To **Add** a user to any area, circle **A** under the appropriate column.
3. To **Delete** a user from any area, circle **D** under the appropriate column.
4. To **Add/Delete** any user from all areas, please write **ADD ALL** or **DELETE ALL** next to their name.

5. Please return the signed form either by fax (964-3041) or send to: SBCEO-SBAS
4400 Cathedral Oaks Road
Santa Barbara, CA 93110

	Lookup Only	G/L	A/P	Payroll	Personnel	Prior Year Lookup	Prior Year G/L	Purchasing	Visimage
Doe, John <i>ADD ALL</i>	A / D	A / D	A / D	A / D	A / D	A / D	A / D	A / D	A / D
Doest, John <i>DELETE ALL</i>	A / D	A / D	A / D	A / D	A / D	A / D	A / D	A / D	A / D
Smith, Jane	(A) / D	A / (D)	A / (D)	A / (D)	(A) / D	A / (D)	(A) / D	A / (D)	A / D
_____	A / D	A / D	A / D	A / D	A / D	A / D	A / D	A / D	A / D
_____	A / D	A / D	A / D	A / D	A / D	A / D	A / D	A / D	A / D
_____	A / D	A / D	A / D	A / D	A / D	A / D	A / D	A / D	A / D
_____	A / D	A / D	A / D	A / D	A / D	A / D	A / D	A / D	A / D

Legend

- | | |
|--|------------------|
| 1. G/L Lookup Only – Inquiry access to G/L, no data entry allowed. | LOOKUP.xxxxxx |
| 2. G/L – Full access to G/L, includes data entry, lookup, and reports. | FINANCE.xxxxxx |
| 3. A/P – Full access to A/P, includes data entry, lookup, and reports. | PAYABLES.xxxxxx |
| 4. Payroll – Full access to Payroll, includes data entry, lookup, and reports. | xxxxxx.PAYROLL |
| 5. Personnel – Full access to Personnel, includes data entry, lookup, and reports. | Pxxxxxx.PAYROLL |
| 6. Prior Year Lookup – Inquiry access to prior year G/L, no data entry allowed. | LOOKUP.PYxxxxxx |
| 7. Prior Year G/L – full access to prior year G/L includes data entry and reports. | FINANCE.PYxxxxxx |
| 8. Purchasing – Interface to district's existing purchasing system. | PURCHASE.xxxxxx |
| 9. Visimage Only – Requires the user to have access to the HP. | VISIMAGE.xxxxxx |

New User's Email Address: _____ District: _____ OS: XP Win7/8

Authorized Agent's Name: _____ Title: _____

Authorized Agent's Email: _____ Phone: _____

Authorized Agent's Signature: _____ Date: _____

Once this request has been processed, we will contact the authorized agent listed above.

ITS only: SSL-VPN acct. Access Db HP XLS Conf. Sheet sent, if "A" Pull Conf. Sheet, if "D" Ints. ___ Date _____
 Phone new DR contact LDAP DB