



Orleans Parish School Board
3520 General DeGaulle Drive, Ste. 5055, New Orleans, LA 70114
504-304-3520
<http://www.opsb.us/>

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MUNIS Security Request Form

Instructions:

- This form must be completed before any access to MUNIS will be granted. Complete one form per MUNIS user.
- **Failure to properly complete this form will result in delays.**
- **The signature of user's manager or other authorized representative is required below for all requests.**
- **The signature of the Finance Comptroller or Assistant Finance Comptroller is required for granting access to GL account codes.**
- **The signature of the department head who is responsible for the MUNIS module for which you are seeking access is required.**
- Send completed MUNIS Security Request Forms to the Information Technology Department of the Orleans Parish School Board. Completed and signed forms can be scanned and e-mailed to David Sprague at David.Sprague@opsb.us, faxed to David Sprague at 504-379-5550, or attached to a help desk ticket.
- Direct questions to David Sprague at 504-304-5550 or David.Sprague@opsb.us.

Requestor's Name: _____

User's Name: _____

Date of Request: _____

User's Phone: _____

Department Name: _____

User's Email: _____

User ID: _____

(Leave blank if user does not already have a User ID)

Check here to disable this user's account:

MUNIS Module(s): _____

MUNIS Program(s): _____

MUNIS Menu(s): _____

GL Account Access: _____

Description of Changes: _____

My signature on this form authorizes the Security Coordinator for MUNIS to apply the changes that are described in this document.

Manager's Approval (Approval of request by employee's manager or other authorized representative)

Signature: _____ Date: _____

Module Access Approval (Approval of request by director of department responsible for MUNIS module (e.g., HR director for the HR module, Purchasing Director for the Purchasing module, etc.)

Signature: _____ Date: _____

GL Account Access Approval (Approval of request by Finance Controller for access to GL account codes that are used by other programs)

Signature: _____ Date: _____