

iasWorld Access Request Form

Instructions: Print and Complete sections #1- #3 below. Forward signed original to LCISHelpDesk@co.lucas.oh.us. Mark changes only where needed.

NEW USER
 MODIFY USER RIGHTS
 DISABLE USER

Effective Date: _____

#1. Employee Information			
First Name	Middle Initial	Last Name	Title / Position
Department/Agency Name		Email Address	Work Phone Number

#2. Employee Roles (more than one may apply)					
Note: If access is modeled after another user, enter original users name here _____					
Authorization	Yes	Authorization	Yes	Authorization	Yes
AA Director		Commercial Appraiser		Land Bank	
AA Manager		Communications Mgmt		Levy Estimator	
Application Admin		Deeds Specialist		Manufactured Homes	
Auditor		E and O Specialist		PRM	
Batch Reports		Finance		Prosecutor	
BOR Director		Forfeited Land		Public Utilities	
BOR Specialist		Gadgets		Real Estate Director/COS	
CAMA Specialist		GIS		Residential Appraiser	
CAUV AGDIST		Hearing		Review of All Master Templates	
		Homestead Specialist / Estate Tax		Reviewer Tax	

#3. Employee Acknowledgment and Signature	
You acknowledge that you are an authorized user based on your job duties, responsibilities, and the need to know. You are responsible to safeguard your user ID and password.	
Print Name	Title
Employee Signature	Date
#3-B. Manager Acknowledgment and Signature	
As the immediate manager, you acknowledge and authorize this security request. The access is granted to the employee based upon their job duties, responsibilities, and their need to know.	
Print Name	Title
Supervisor or Manager Signature	Date