



Lucas County Applications Access Request Form

Instructions: New users need to register for access to the LCAPPS module before being granted access to individual programs. Contact the LCIS Help Desk for registration instructions for the LCAPPS Module. Print and complete sections 1- 3 below. Forward signed original to LCISHelpDesk@co.lucas.oh.us.

Section 1: USER INFORMATION

Check one:

☐

NEW USER

☐

MODIFY USER

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REMOVE USER

First Name	Middle Initial	Last Name	Title / Position
Department/Agency Name	Email Address	Work Phone Number	

Model access after this current user:

Section 2: ACCESS REQUESTED

APPLICATION	ROLES	Check all that apply	
Financial			
Auditor	User - 1099	User - CAFR	
Auditor	User - PayIn	Admin - Payin	
Treasurer	User - Reports	Admin - Entry/Import	Admin - Warrant Formatter
Estate Tax	User - Update/Reports	Admin - Additional Updates	
Oracle Time/Labor File Import	User	Email Notifications Only	
Fixed Assets	User		
FROGS Financial Reports	User		
Misc. Auditor			
Vendor/Cig License	User	Admin - Settings	
Kennel	User	Admin - Settings	
Unclaimed Funds	User		
Personal Property Tax			
Auditor	User	Admin - Additional Updates	
Treasurer	User		
Special Warrants	User - Update/View	Admin - Void	Admin - Reconcile
TimeOff	User	List Approver's Name here -	
Time & Labor Import Process	User		

Section 3: SIGNATURE

A user account will not be created or modified without the Director/Supervisor signature(s). Users are responsible to safeguard their user ID and not to share it with another user.

User Signature:

Date:

As the manager/director of this employee, I authorize the access indicated above and I understand that any changes to this access will require additional written approval. Access requested is based on the official duties of their position.

Print Manager Name:

Title:

Manager Signature:

Date: