



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:			
<input type="checkbox"/> NEW USER	<input type="checkbox"/> MODIFY USER	<input type="checkbox"/> 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		<i>Check all that apply</i>	
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:	