

**Hendry County Schools  
Information Technology Department  
APECS Finance Applications  
Request for user access**

Request for: \_\_\_\_\_ new user \_\_\_\_\_ change user \_\_\_\_\_ delete user

User's name: \_\_\_\_\_ Department/School: \_\_\_\_\_

User Id: \_\_\_\_\_ (password cannot be less than 8 and more than 22 characters)

Password: \_\_\_\_\_ (password cannot be less than 8 and more than 22 characters)

**Finance access:**

	<u>Update</u>	<u>View Only</u>	<u>No Access</u>
Warehouse	_____	_____	_____
Fixed Assets	_____	_____	_____
Investments	_____	_____	_____
Cash Mgmt	_____	_____	_____
Accounts	_____	_____	_____
Transactions	_____	_____	_____
Incomplete Documents	_____	_____	_____
Reports	_____	_____	_____
Account Search	_____	_____	_____
Account Activity	_____	_____	_____
Subsidiary Account	_____	_____	_____
Acct No Maintenance	_____	_____	_____
Activity Summary	_____	_____	_____
Monthly Activity Summary	_____	_____	_____
Budget	_____	_____	_____
GL	_____	_____	_____
Requisition	_____	_____	_____
PO	_____	_____	_____
AP	_____	_____	_____
Batch	_____	_____	_____

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_