



OPERATOR AUTHORIZATION REQUEST

For SFS Security Use Only Request processed by

ATTN: Division of School Financial Services, SFS Security Unit eFAX (562) 469-4228 or email sfsSecurity@lacoed.edu • website: www.lacoed.edu/hrs\_security

Requestor Information form with fields for Date of Request, Business Unit No., Business Unit Name, Contact Person, Title, Email, Telephone, Ext., Request Approved By, Security Coordinator Title, and Security Coordinator Signature.

SECURITY DISCLAIMER: By authorizing access, school districts, community colleges, and other local educational agencies (LEAs) in the Los Angeles County acknowledge the operator will be able to view employee confidential information.

Operator Information form with fields for Employee Name, EID, Email, Telephone, Ext., and Comments.

I. HRS Security Access (Human Resource System) form including checkboxes for New Operator, Existing Operator, Delete Operator, Deactivate Operator, and Reactivate Operator, and a table for HRS Access Should Match.

RAD DISCLAIMER - It is important that report users carefully review and validate the data on the reports for accuracy and suitability before placing reliance on the data.

II. RAD Security Access (Report Access and Distribution) form including checkboxes for New Operator, Existing Operator, Delete Operator, Deactivate Operator, and Reactivate Operator, and a table for RAD Security Access.

III. COS Security Access (Credential Operating System) form including checkboxes for Allow Access and Delete Access, and a field for COS OPERATOR ID.



SECURITY COORDINATOR AUTHORIZATION

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DATE SUBMITTED	BUSINESS UNIT NUMBER (FIVE DIGITS)	BUSINESS UNIT NAME
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This is to designate the following person(s) as the district's security coordinator(s) for the following systems.

- Credential Operating System (COS)
Human Capital Management (HCM) – CGI Advantage System
Human Resource System (HRS)
Reports and Data (RAD) – HRS Reports

Security coordinators perform an important role in determining, assigning, and authorizing district-employees' access to these systems. These systems contain confidential and personal employee information. Only security requests signed by one of the security coordinators will be accepted and will be acted upon.

The SFS Security unit in the Division of School Financial Services (SFS) is responsible for maintaining a current security coordinator list on file. The signatures requested below are required and are used to validate against all security requests submitted by the district. Security requests for security coordinators will require approval from a high-level administrator.

<b>Prime Security Coordinator</b>		
NAME		TITLE
TELEPHONE	TELEPHONE EXT.	EMAIL
MANUAL/DIGITAL SIGNATURE OF PRIME COORDINATOR		

<b>Alternate Security Coordinator (1)</b>		
NAME		TITLE
TELEPHONE	TELEPHONE EXT.	EMAIL
MANUAL/DIGITAL SIGNATURE OF ALT COORDINATOR (1)		

<b>Alternate Security Coordinator (2) – If Applicable</b>		
NAME		TITLE
TELEPHONE	TELEPHONE EXT.	EMAIL
MANUAL/DIGITAL SIGNATURE OF ALT COORDINATOR (2)		

<b>ADMINISTRATOR APPROVAL.</b> This form overrides any coordinator authorization forms submitted prior to the date on this form and shall become effective upon review of and when signed by the Superintendent, Chief Business Official, or Chief Personnel Official. I am also authorizing the coordinator(s) listed on this form to have access to the HRS Business Objects Ad Hoc Reports in RAD.	
NAME	TITLE
EMAIL	MANUAL/DIGITAL SIGNATURE OF ADMINISTRATOR