



Educational
Technology Service
Genesee Valley
Wayne-Finger Lakes

Edutech Staff Only:
Date Received: _____
Processed by: _____
Date Processed: _____

Request for Security Modification Docushare Application

Type (Please Select One):

- Add New User
 Remove User
 Change Permissions

District Name: _____ User Name: _____

Users First\Last Name _____ Job Title: _____

Email Address: _____ User's Phone Number: _____

Administrative Signature to Authorize Security Changes: _____
Signature

Please Print Name and include Job Title: _____

2nd Administrative Signature to Authorize Security Changes: _____
Signature

Please Print Name and include Job Title: _____

Place a check ✓ next to permissions you would like this user to have, and then
fax to 315-332-7355

Docushare Permissions

- | | |
|--------------------|----------------------|
| Collections | Reader Writer Remove |
| Budget Transfers | |
| Cash Disbursements | |
| Cash Receipts | |
| Journal Entries | |
| Payroll | |
| Reports | |

District Access

- | Districts | Add | Remove | Districts | Add | Remove |
|------------------------|-----|--------|------------------|-----|--------|
| CBO Clyde-Savannah | | | CBO Romulus | | |
| CBO Gananda | | | CBO Seneca Falls | | |
| CBO Geneva | | | CBO Waterloo | | |
| CBO Midlakes | | | CBO Whitman | | |
| CBO Marion | | | WFL CBO | | |
| CBO Naples | | | WFL CBO Auditors | | |
| CBO North Rose-Wolcott | | | | | |