

# WinCap User Security Add/Change Form

User's Name: \_\_\_\_\_

WinCap User ID Assigned \_\_\_\_\_

Person Requesting Addition of Above User: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Phone # of user: \_\_\_\_\_

User's Department: \_\_\_\_\_

User Security Completed on: \_\_\_\_\_

User Security Tested by: \_\_\_\_\_

UserID added to WinCap Server on: \_\_\_\_\_ By: \_\_\_\_\_  
(once this is done, WinCap can be installed on the user's computer)

**Security/Access needed (be as specific as possible):**

view access (ability to look only):

update access (ability to look at and change data):

report access (ability to print reports):

purchasing entry/approval level:

**Reasoning for Security Access Requested:**

Signature of Department Head: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required)

Asst Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if necessary)

District Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if necessary)

**RETURN COMPLETED FORM TO JULIA WHITNEY, WINCAP SYSTEM MANAGER**

Security Changes Made By: \_\_\_\_\_ Date: \_\_\_\_\_

Training Provided By: \_\_\_\_\_ Date: \_\_\_\_\_

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Access Form.doc