

**Middlesex County Magnet Schools**  
**High Schools Systems 3000 User**  
**Access Request**

Date \_\_\_\_\_ Employee Name \_\_\_\_\_  
\_\_\_\_\_ Employee Title \_\_\_\_\_  
\_\_\_\_\_ Date of hire \_\_\_\_\_  
\_\_\_\_\_

Application:  Fund Accounting     Payroll     Personnel

Reason for Request for User Access: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Department Head Signature

Business Office Use:

Accepted: \_\_\_\_\_

Denied: \_\_\_\_\_

Reason for Denied: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Business Administrator Signature