

Instructions:

School Districts: CBOs submit completed form to SCOE. Charter Schools: Submit to Sponsoring District.



5340 Skylane Boulevard
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(707) 524-2600 | scoe.org

SACS Software User Security/Role Assignment Request

Name: _____ Email: _____

LEA: _____

Assign the following roles (descriptions on next page) check all that apply:

Edit Draft Dataset

Edit Dataset

Dataset Approval

Oversight

Certify/Promote to CDE

User Management

Administration

Requested by: _____ Date: _____

Approved by: _____ Date: _____

User Roles

1	Edit Draft Dataset	Basic dataset editing abilities in draft area
2	Edit Dataset	Basic dataset editing abilities in draft; can request to promote dataset draft to submission dataset
3	Dataset Approval	Ability to promote a submission to reviewing agency
4	Oversight	Review or edit a submission for which the entity has oversight responsibilities; validates the fiscal solvency status
5	Certify/Promote to CDE	Staff allowed to submit (UA) data and certify it; Formerly eTransfer access users; can only be assigned by CDE
6	User Management	Manages user accounts at the associated entities
7	Administration	Superuser for associated entities

Examples of User Role Assignments:

School District/Charter School CBO: 1, 2, 3, 6 and 7

Director of Finance: 1, 2, and 3

Accountant: 1 and 2