



DEPARTMENT OF EDUCATION
Financial, Student & Administrative Information Systems (F.S.A.I.S.)



SECURITY MANAGEMENT FORM (SMF)

*** DO NOT EMAIL THIS FORM TO FSAIS***

TICKET # _____

Instructions: Submit a ticket on the FSAIS Help Desk Site (<http://helpdesk.gdoe.net/portal>)

Attach the completed and signed Security Management Form to the request.

New/Transferred Employees: Please also attach employee's Personnel Action.

Last Name		First Name		Middle Initial
Date of Birth	Employee ID #	Position / Title	School / Division	

CHECK ONE:

☐

ADD USER

☐

DELETE USER

☐

CHANGE USER ACCESS

SYSTEMS	CHECK ALL THAT APPLY
EMAIL	
NETWORK	
POWERSCHOOL	
XEROX PAPER CUT	
VPN – Virtual Private Network	
PRIMERO EDGE – Food & Nutrition Services	

MUNIS FINANCIAL	CHECK ALL THAT APPLY
MAINTENANCE REQUEST (MaintEntry)	
FIXED ASSET (FixAssetView)	
PAYROLL – Time & Attendance (PayTimeEntry)	
NAF – Input Student Activity (StuActEntry)	
NAF – Cash Out Student Activity (StuActCshOut)	
REQUISITION ENTRY (ReqEntry)	
REQUISITION APPROVAL (ReqApproval)	
HUMAN RESOURCES	

***Note:** Payroll Time & Attendance is only allowed two timekeepers per school/division

Please include additional justification as needed.

WARNING: Access to the GDOE Systems is to be used for official government purposes only and shall not be shared or transferred. Misuse of your account may result in disciplinary action. All accounts are subject to audits.
Reference: GDOE Acceptability Use Policy.

Employee Acknowledgement: _____
Initial

Applicant's Signature: _____

Date: _____

SCHOOL/DIVISION ADMINISTRATOR'S APPROVAL AND SIGNATURE ARE REQUIRED.

NOTE: It will be the employee's administrator's responsibility to immediately inform F.S.A.I.S. of their separation from the department.

Name of Administrator: _____

Date: _____

Print & Sign

REVISED 09/26/2025