

## LAMA District Configuration and Access Form Instructions

### Superintendent Level Approver

This person has the authority to give superintendent-level approval for all LAMA requests. This responsibility can be delegated to another person in the district. There can be more than one person with this level of access to provide backup if the primary person is on vacation or otherwise unavailable.

### Treasurer Level Approver

This person has the authority to give treasurer-level approval for all Fiscal and EMIS related requests for access. This responsibility can be delegated to another person in the district. There can be more than one person with this level of access to provide backup if the primary person is on vacation or otherwise unavailable.

### Auditor

This person is responsible for reviewing district accounts on a quarterly basis, and submitting requests to delete old accounts or removed un-needed access rights. This person also signs off quarterly that accounts have been reviewed and all information is accurate. We recommend that only one auditor is designated to avoid confusion over who should be responsible for performing the audit, but you may designate a secondary person to do this in absence of the primary person. Auditors automatically are granted "District Account Administrator" access as well, so they have visibility to all account information for reviewing it.

### Primary District Account Administrator

This person does the **majority** of account management for the district. This includes requesting new accounts, deleting accounts, granting access, revoking access, and resetting passwords. This person will be the primary person to which LACA staff will direct questions about accounts. Please designate only one primary account administrator.

### Additional District Account Administrators

These additional people will have the full abilities of the Primary District Account Administrator (resetting passwords is optional), but will not be the primary point of contact with LACA.

### Local District Acceptable Use Policy

If you wish for your employees to accept a local Acceptable Use Policy through LAMA in addition to the LACA Acceptable Use Policy, and if your policy is already online on your website, please provide a URL (<http://> web address) to your district's local Acceptable Use Policy. You may also e-mail a copy to LACA and we will host it for you on our website if you do not have a copy on-line.

### Who is Allowed to Request New Accounts?

This will typically be **Only the Designated Account Administrators**. Some districts opt to let new employees request their own account using a generic login/password. This option does NOT allow the new employee to request access rights, only to request a new account. The district account administrator will be notified when a new account is requested, and they will then request additional access rights.



## District Configuration and Access Form

District Name \_\_\_\_\_

### Superintendent Level Approver(s)

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

### Treasurer Level Approver(s)

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

### Auditor(s)

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

### Primary District Account Administrator

\_\_\_\_\_ Reset Passwords?  YES  NO

### Secondary District Account Administrators

_____	Reset Passwords? <input type="checkbox"/> YES <input type="checkbox"/> NO
_____	Reset Passwords? <input type="checkbox"/> YES <input type="checkbox"/> NO
_____	Reset Passwords? <input type="checkbox"/> YES <input type="checkbox"/> NO
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### Local District Acceptable Use Policy URL

http://\_\_\_\_\_

### Who is allowed to request new user accounts ? (please choose one)

\_\_\_\_\_ Only the designated District Account Administrator(s)

\_\_\_\_\_ Generic login to allow new users to request their own account. Username will be two letter district code, password will be \_\_\_\_\_

I authorize and approve the information provided on this sheet.

\_\_\_\_\_  
 Superintendent Signature Date