



Cooperstown only Wincap User Security Form

Date	_____	District Name	Cooperstown
Full Name	_____	Phone #	_____
Email Address	_____	Employee Number	_____
District Authorization Signature	_____	Internal Use Only:	
		TASK #	
		User ID:	

Roles:

(Please check all applicable roles needed.)

- | | | | |
|--------------------------|--------------------------|------------------|--------------------------|
| School Business Official | <input type="checkbox"/> | Claims Auditor | <input type="checkbox"/> |
| Payroll Clerk | <input type="checkbox"/> | Payroll/AP Clerk | <input type="checkbox"/> |
| Account Clerk | <input type="checkbox"/> | PR/PO Inquiry | <input type="checkbox"/> |

NOTES:

STATEMENT OF CONFIDENTIALITY:

By submitting this application, you are agreeing to:

1. Not sharing your password.
2. That any action or activity taken with a password will be attributed to the owner of the password.
3. Not obtain unauthorized access to and use of an account and network facilities, for personal or private use.
4. Not divulge the contents of any database holding personnel and confidential information related to children, parents, or school business operations.

The Help Desk reserves the right to change any user's password if they are aware the password has been shared.

I understand that if there is any indication of or unauthorized use or abuse of the system or any other action, which interferes with the proper functioning of the system or infringes on the rights of other users, the NYS Education Department, Broome–Tioga BOCES, or other government agencies, such actions or events may be referred to the appropriate authorities for disciplinary or legal action. System users have a responsibility to maintain the integrity of the system and to use it only in an authorized and appropriate manner.

USER SIGNATURE: _____ DATE: _____

PLEASE PRINT SIGNATURE: _____

Refer any questions regarding these policies or procedures to 766-3936. You will be connected to the Financial Services Help Desk. Fax Number 607-763-3303

Training Documentation can be found by going to www.southcentralric.org Once at the site, click SUPPORT at the top. Then click Wincap under the Financial heading.