



Clear Form

MCPS Business Hub Responsibilities Access Request Form

Instructions

Use this form to request access to financial management functions in the MCPS Business Hub. Each person requiring access must complete appropriate Business Hub training and submit an access request from signed by a supervisor/administrator. Return the completed form via email to DBIS@mcpsmd.org. Notification will be sent via e-mail when access is granted.

Request Date: _____

New Request

Change Request

REQUESTOR INFORMATION

Employee Name: _____
First Name, MI, Last Name

Employee number: _____ School/Office Name: _____

Melt ID (username): _____ Position: _____

New to Position? Yes No

TEMPORARY ACCESS: Must be completed for all temporary part-time (TPT) and substitute assignments

Temporary Part-time or Substitute Assignment: Start Date: _____ End Date: _____

USER RESPONSIBILITIES: Check the role that best describes your position

Create Purchase Requisitions

Approve Req's, Journals, Expenses

Create Journal Entries / Adjustments

Inquire / Pay School IAF Invoices

Financial Data Reporting & Inquiry

Grant Management / Inquiry

Other: _____

Yes, I have completed the Business Hub training(s) required for my role.

Note: Attach the PDO course completion certificate(s) to this form when requesting New User access.

SIGNATURES REQUIRED

Requestor: _____ Date: _____

Principal /Central Office Supervisor: _____ Date: _____

Principal or supervisor – Type or print name: _____

Office of Finance (OOF) Authorization

OOF Designee / Hub Approver: _____ Date: _____

Office of Technology and Innovation (OTI) Use Only

Date Received: _____

Completed By: _____ Date: _____