



Geauga County Automatic Data Processing Board (ADP)

231 Main Street – Courthouse Annex
Chardon, OH 44024-1293
Help Desk Phone: (440) 285-2222 ext. 4357
Direct: (440) 286-4357
E-mail address: helpdesk@co.geauga.oh.us



User Access Requisition Form		
Employee Name:	Title:	
Department/Agency:	Office Phone #:	Cell Phone #:
For Current Users Only E-mail Address:		

Type of Access			
Courtview ComPleas/Juvi Access MuniCourt Access E-mail Outlook Web Access Outlook Mobile Access Internet Intranet SAMS/Harmony Voicemail VPN Access Appr: _____	MVP Appr: _____ MVP – Model After: _____ LEADS Trapeze/MDT Spillman Access DNN ServiceDesk Other: _____ _____	NWS* Appr: _____ Financials HR Permit Water Resources *Security privileges on reverse NWS – Model After: _____ Admin System Level Access Domain: _____	New Employee *Hire Date: ___/___/___ Name Change Remove access, not needed Modify existing access Employee resigned/retired/terminated; disable/remove account and grant access to: *Term. Date: ___/___/___ _____ _____

For Internal Use Only
New E-mail Address: _____

Notes: _____

Please sign below to verify that this employee has received a copy of the Geauga County Office Computer Policy (which is also known as the Geauga County Office of the Auditor Internet, Electronic Mail, & Computer Software Policy.)

Employee Signature: _____ Date: _____

Internet, electronic mail (hereafter E-Mail), and online services can increase the productivity of the County Office employees. As is true with all Geauga County Office resources available to employees, there is a potential for misuse and abuse. Geauga County employees shall avoid violating any federal, state, or local laws and adhere to the guidelines put forth by department heads for their use of these resources, which includes, but is not limited to, Internet, E-Mail, and online services.

Precaution should be taken when using E-Mail and online services, such as not opening **E-Mail and/or E-Mail attachments from an unfamiliar source**, and refraining from downloading any executable versions of programs and the like. This will help to reduce the possibility of damage to PCs and downtime caused by storage hogs or viruses.

All Geauga County Office employees are hereby notified that all Internet and E-Mail activity is considered public record, and will be monitored and logged for the purpose of review for compliance.

Employee Signature: _____ Date: _____

Elected Official/Departmental Supervisor's Signature: _____ Date: _____

Data Center Use Only: Date Received & By: _____	SD#: _____	Date Complete & By: _____	ADP: _____
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NWS

Bank Reconciliation
Benefits Admin
Budget
COBRA Processing
Code Table Maintenance
Department Inquiry
Encumbrance Auditor
Encumbrance BOCC
Encumbrance Clerk
Encumbrance Supervisor
FM Inquiry
Fund Accounting Maintenance
HR – Department Hours Entry
HR – Employee Maintenance
HR – Payroll Manager
HR – Setup
Inspection Admin
Inspection Processing
Invoice Auditor
Invoice BOCC

Invoice Clerk
Invoice Supervisor
Journal Processing
License Admin
License Processing
Parcel Admin
Parcel View/Use
Payment Processing
Permit Admin
Permit Processing
Permit Admin
Permit Processing
Project Accounting Inquiry
Project Journals Clerk
Project Journals Supervisor
Revenue Collections
Utilities Supervisor
Vendor Inquiry
Vendor Maintenance