

Substitute or Backup Secretary Bookkeeper Access to Lawson



Guidelines for Requesting Access for a Substitute Secretary/Bookkeeper

The following information should be used by secretaries, bookkeepers, and principals for situations when a backup or substitute secretary or bookkeeper is needed.

NOTE: If a secretary or bookkeeper is subbing at one location and will start at a different location the next day, the changes cannot be made until the next morning.

Use the Automated Ticket Generator (ATG) available on the Infoweb (visit <http://infoweb/helpdesk/request.asp>) to request the ETS Help Desk add the backup or substitute as a member of the correct groups in Active Directory (AD) for their new location. They also need to be a member of the following groups:

- Bookkeepers
- AllSecretaries
- CRM_SchoolLevelBookkeeper

memberOf:	
Delete	CN=Bookkeepers,OU=Central Office,OU=Other Sites,OU=GCS,DC=greenville,DC=k12,DC=sc,DC=us
Delete	CN=AllSecretaries,OU=Administrative Groups,OU=Central Office,OU=Other Sites,OU=GCS,DC=greenville,DC=k12,DC=sc,DC=us
Delete	CN=118staff (Ralph Chandler Middle),OU=Ralph Chandler MS,OU=Middle Schools,OU=GCS,DC=greenville,DC=k12,DC=sc,DC=us
Delete	CN=TRM_School,OU=Trip Request Manager,OU=Application Groups,OU=Central Office,OU=Other Sites,OU=GCS,DC=greenville,DC=k12,DC=sc,DC=us
Delete	CN=CRM_SchoolLevelBookkeeper,OU=Cash Receipts Manager,OU=Application Groups,OU=Central Office,OU=Other Sites,OU=GCS,DC=greenville,DC=k12,DC=sc,DC=us
Delete	CN=Allusers,OU=Central Office,OU=Other Sites,OU=GCS,DC=greenville,DC=k12,DC=sc,DC=us
Delete	CN=118Teachers,OU=Ralph Chandler MS,OU=Middle Schools,OU=GCS,DC=greenville,DC=k12,DC=sc,DC=us
Delete	CN=allsubscribers5a1e1bd6,CN=Users,DC=greenville,DC=k12,DC=sc,DC=us
Delete	CN=Exchange Users,OU=Administration,OU=GCS,DC=greenville,DC=k12,DC=sc,DC=us

Substitutes should also be removed from any old locations in AD.

A Lawson Sub Access Form is required for a substitute secretary and/or bookkeeper. This form can be accessed at this link: http://www.greenville.k12.sc.us/Departments/main.asp?titleid=fin_for_ms

Please email the completed and signed form to Dan Boehm as indicated on the form. Please include the start and stop dates.

A Lawson System Backup Designee Form is required for a backup secretary and/or bookkeeper. This form can be accessed at this link: http://www.greenville.k12.sc.us/Departments/main.asp?titleid=fin_for_ms

Please email the completed and signed form to Dan Boehm as indicated on the form.

A Request for TimeLink Access Form (Appendix B) is required for backup or substitutes that will be handling Timelink/payroll issues. This form can be accessed at this

link: http://www.greenville.k12.sc.us/Departments/main.asp?titleid=fin_for_ms

Please email the completed and signed form to payroll as indicated on the form.

For access to SmartFind, please open a Lawson Support Request via the Lawson Support Request page available at the following

link: <http://infoweb.greenville.k12.sc.us/lawson/request.asp>

Select SmartFind for the area affected when completing the form. Please include the start and stop dates for substitutes.

If applicable, contact Sharon Coleman for Fixed Assets access.

For access to Trip Request Manager (TRM) contact Sue McCalmont (x7331). Make sure you have been added to the TRM_School group in Active Directory.

Use the Automated Ticket Generator (ATG) available on the Infoweb (visit <http://infoweb/helpdesk/request.asp>) for non-Lawson related support requests, such as requesting login & password information for School Messenger, School Checkin, and other applications necessary for the substitute to carry out their assigned tasks. If difficulty printing checks (DE3) occurs - a non-Lawson call will need to be placed to the help desk to have DE3 printing configured for her work station.