

Secretary Bookkeeper Access to Lawson



Guidelines for Requesting Access for Secretary and Bookkeeper

The following information should be used as a guideline if a school or location has a new secretary/bookkeeper in order to request the necessary access, rights, and permissions to perform their duties.

Open a Lawson Support Request with Security-Technical/Access as the area affected via the Lawson Support Request page available at the following link: <http://infoweb.greenville.k12.sc.us/lawson/request.asp>

Please provide the name & employee # for the new secretary/bookkeeper and the name & employee # of the previous secretary/bookkeeper. This ticket will also make sure you are in the correct Active Directory groups.

A Request for TimeLink Access Form is required for staff that will be handling TimeLink or Payroll issues. This form is available at this link:

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

Please email the 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 request.

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.