



SECURITY COORDINATOR AUTHORIZATION

For SFS Security Use Only
Request processed by

ATTN: Division of School Financial Services, SFS Security Unit
eFAX (562) 469-4228 or email sfsSecurity@lacoed.edu • website: www.lacoed.edu/hrs_security

DATE SUBMITTED	BUSINESS UNIT NUMBER (FIVE DIGITS)	BUSINESS UNIT NAME
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This is to designate the following person(s) as the district’s security coordinator(s) for the following systems.

- A-Warrant Reconciliation
- Credential Operating System (COS)
- Human Capital Management (HCM) – CGI Advantage System
- Human Resource System (HRS)
- Reports and Data (RAD) – HRS Reports

Security coordinators perform an important role in determining, assigning, and authorizing district-employees’ access to these systems. These systems contain confidential and personal employee information. Only security requests signed by one of the security coordinators will be accepted and will be acted upon.

The SFS Security unit in the Division of School Financial Services (SFS) is responsible for maintaining a current security coordinator list on file. The signatures requested below are required and are used to validate against all security requests submitted by the district. Security requests for security coordinators will require approval from a high-level administrator.

Prime Security Coordinator			
NAME		TITLE	
TELEPHONE	TELEPHONE EXT.	EMAIL	
MANUAL/DIGITAL SIGNATURE OF PRIME COORDINATOR			

Alternate Security Coordinator (1)			
NAME		TITLE	
TELEPHONE	TELEPHONE EXT.	EMAIL	
MANUAL/DIGITAL SIGNATURE OF ALT COORDINATOR (1)			

Alternate Security Coordinator (2) – If Applicable			
NAME		TITLE	
TELEPHONE	TELEPHONE EXT.	EMAIL	
MANUAL/DIGITAL SIGNATURE OF ALT COORDINATOR (2)			

ADMINISTRATOR APPROVAL. This form overrides any coordinator authorization forms submitted prior to the date on this form and shall become effective upon review of and when signed by the Superintendent, Chief Business Official, or Chief Personnel Official. I am also authorizing the coordinator(s) listed on this form to have access to the HRS Business Objects Ad Hoc Reports in RAD.			
NAME		TITLE	
EMAIL		MANUAL/DIGITAL SIGNATURE OF ADMINISTRATOR	