Los Angeles County Office of Education
BEST Operator Security Request Form
For 10199 and 20465 Only

STEP 1.	REQUESTOR		DATE SUBMITTED	EFFECTIVE DATE
	PHONE NUMBER (9999999999)		E-MAIL ADDRESS	

STEP 2. — User Information

USER STATUS
○ New User ○ Modify/Update ○ Deactivate   AGENCY ○ 10199 ○ 20465

USER NAME _____ LACOE EIN (FOR TOWS PLEASE USE BIRTHDATE MMDDYYYY) _____

JOB TITLE _____ DIVISION _____ WORK LOCATION _____

E-MAIL ADDRESS _____ PHONE NUMBER (9999999999) _____

STEP 3. — Module Access Information

DIVISION
☐ ABD STAFF ☐ CO STAFF ☐ HR STAFF ☐ PAYROLL STAFF ☐ BUDGET STAFF

User to Replace: _____ (Deactivate this user after the new user has been created.)

Select Specific Module(s)

FIN Inquiry:		**FIN Creator/Approver:**		**HCM:**	
☐ XREQ/XSRQ ☐ FA		☐ XREQ CREATE ☐ XREQ APPR		◇ UPDATE ◇ INQUIRY	
☐ GL ☐ AR		☐ XSRQ CREATE ☐ XSRQ APPR		☐ HR ☐ PAYROLL	
☐ AP ☐ FIN REPORTS		☐ BUDT CREATE ☐ BUDT APPR		☐ HCM REPORTS ☐ BENEFITS	
☐ BUDC ☐ BUD REPORTS		☐ BUDA CREATE ☐ BUDA APPR		☐ POSITION CONTROL	

☐ Special Instructions: _____

*Create Same FIN Access as: _____ *Create Same HCM Access as: _____

STEP 4. — Approval

DIVISION DIRECTOR OR ASSISTANT DIRECTOR NAME

DIVISION DIRECTOR OR ASSISTANT DIRECTOR SIGNATURE	DATE

Instructions:

Step 1 - Enter name, submittal date (today's day), effective date, phone number, and e-mail address of person filling in the form.

Step 2 - Enter user status: New (new user), Modification (existing user that requires profile update), or Deactivate (user no longer requires BEST access), Agency, Enter Full User Name, LACOE Employee Identification Number (EIN), Job Title, Division, Work Location (work station or office number), Email Address, and Phone Number.

Step 3 - User to **Replace** if the new user is to replace an existing user. ISS will deactivate the existing user profile.

Select Specific Module Classes:

XREQ: Requisition   **XSRQ:** Warehouse   **GL:** General Ledger   **FA:** Fixed Assets   **AP:** Accounts Payable

AR: Accounts Receivable   **BUDC:** Budgetary Control   **BUDT:** Budget Transfer   **BUDA:** Budget Adjustment

*Under Special Instructions, an existing BEST user's access can be copied to the new user.

**ABD/CO (Controller's Office)/HR/Payroll/Budget Staff: ISS may contact you for details on access.

Step 4 - Enter name of Director and Date. **Send for signature using AdobeSign, and cc: ISS@lacoe.edu**
Note: This form can only be signed by a Director or Assistant Director.

If you have questions regarding the completion of this form, please email Internal Systems Support at ISS@lacoe.edu for assistance.

FOR DSA/DEL USE ONLY

DSA SIGNATURE	PRINT NAME

CLASS ASSIGNMENT REMARK
☐ 10199   ☐ 20465   BEST Portal ID: _____

HR MANAGER SIGNATURE (FOR HCM ACCESS)	PAYROLL MANAGER SIGNATURE (FOR HCM ACCESS)