



# Frontline ERP User Request Form

(Formerly Escape)

Contact Applications Support at 225-0228 (x1228) if you would like assistance with completing this form

**Requestor:** Upon completion of this form, forward to the new/modified users supervisor for review/approval.  
**Supervisor:** For district users, email the form to Donell Evans at [devans@shastacoe.org](mailto:devans@shastacoe.org).  
 For SCOE users, email the form to De'An Chambless at [dchambless@shastacoe.org](mailto:dchambless@shastacoe.org).  
**SCOE:** The requestor and supervisor will be notified via email when the user account has been created or modified.

First Name

Last Name

Job Title

E-mail Address

District/Site Location

Work Phone

Type of Request

- Disable User  
 Add New User  
 Modify User access

Date to Disable

System

- PC  
 Mac

*If request is to Disable User provide the date to disable and proceed to distribution at the top of the form. If request is to Add New User or Modify User Access, either provide an existing user's name to copy or complete the entire form then proceed to distribution at the top of the form.*

Is there an existing or previous users permissions that we may copy for this user?

- Yes  
 No

If yes, indicate the users name to copy

If yes, does user have a workflow approval role?

- Yes  No

## Org and Account Component Permissions

Org(s)

Fund(s)

Site(s)

Resource(s)

Program(s)

Object(s)

Manager(s)

## Finance

Please contact applications support to discuss any new users that will have a workflow role.

Journal Entries	Budget	Vendor Requisitions	Approve Requisitions	Enter Payments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Invoices	Enter Receipts	Direct Payment Import	JE Import	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Description of duties

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## HR/Payroll

Users requesting access to Employee Management *must* complete the *Employee Management Activity Tab Security Checklist Form*. The form is located on our website under Business Services>Frontline ERP Financial Application>User Request Forms.

## HR

Employee Management	Credentials	Description of Duties
<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid black; height: 100px;"></div>

## Payroll

Payroll Activities	Payroll Reports	Description of Duties
	<input type="checkbox"/>	<div style="border: 1px solid black; height: 100px;"></div>