



Vanderburgh County Authorization Form

Creation Update Change Removal

Please complete this form and return to the Auditor's Office to set up access for employee:

Employee Name:	
Department:	
Position/ Title:	
Employee's Phone number:	
Employee's Email Address:	
Supervisor:	
Supervisor's Phone Number:	
Grant/ Change access by this date:	

to use:

(Please check all that apply.)	Software Applications:				
	MUNIS – Financial Application				
Access to accounts:					
	MUNIS- Payroll Application				
Access to accounts:					
	MVP Tax – Property Tax Application				

In order for an employee to have access to MUNIS, the Vanderburgh County Financial and Payroll application, they first must be set up by Computer Services for access into the CivicNet network. Please use one of the Network Authorization forms for Computer Services to complete the setup.

If your department does not have access to the CivicNet network, than a VPN Remote Access form needs to be filed with Computer Services and set up to access MUNIS on CivicNet.

Grant access to the appropriate computer systems and groups for the above application(s) for the specific requested access.

Elected Official or Appointed Department Head
 Completed by Auditor's Office:

Date

Date:	Initials:
-------	-----------