

OnBase Access Request Form

Lucas County Information Services

One Govt. Center, Suite 400 Toledo, OH 43604

Phone: 419-213-4037

Instructions: Complete sections and forward to LCIShelpdesk@co.lucas.oh.us (One Government Center Suite 400).

Section 1: User Information

Select one: New User Delete user Modify User (Change Existing Access) Add Permission (Retain Existing Access)

First Name: MI: Last Name:

Department: Address:

Phone: Email:

If modeling access after a current employee - enter the employees name here:

Section 2: OnBase Information

Check all that apply

AGENCY	Admin	Scan	View/ Print	AGENCY	Admin	Scan	View/ Print
Auditor Finance				Domestic Relations			
Auditor Real Estate				Dog Warden			
Auditor REA Finance				Imaging Lab			
Auditor REA Scan License				Juvenile Court			
Auditor REA Scan Homestead				Juvenile Court / JFS			
Board of Health				Juvenile Court Fiscal			
Board of Health Admin				Juvenile Court Legal			
Building Regulation				Juvenile Court Prosecutor			
Clerk of Court				LC Commissioners			
Clerk of Court Backfile				LC Information Services			
Clerk of Court Appellate				Risk Management			
Clerk of Court Online Docket				Sanitary Engineers			
County Engineer				Victim Witness			
Court Services				BOR Hearing Officer			
				Juvenile Court JSBT Reports			

Notes/Business Purpose:

Section 3: Signature

Check here to indicate that you have read and understand the attached OnBase User Access Policy

Employee Signature:

Date:

A user account will not be created or modified without the Director/Supervisor signature(s). Please allow up to one week for the changes to take effect. Expedited requests will be handled on a case-by-case basis. The signing Director/Supervisor acknowledges that OnBase license usage for new users may result in an increased charge to your department. For information on department charges contact LCIS at 419-213-4025.

Check here to indicate that you have read and understand the attached OnBase User Access Policy

Director/Supervisor Name Printed:

Phone:

Director/Supervisor Signature:

Date:

Note: Employees that request access to another agencies documents within OnBase are required to obtain appropriate signatures from the other agencies Director/Supervisor.

Other Director/Supervisor Name Printed:

Phone:

Other Director/Supervisor Signature:

Date: