

New InTouch User Request Form

Name: _____ Date: _____

Location: _____ Position: _____

Description of job duties needing access to InTouch:

Employee has received training for InTouch:

___ Bookstore Module (Elementary Sch. Secretary, Media Center Specialist, Jr. High Bookstore Manager, High School Bookstore Manager)

___ Student Store Module (High School Student Stores and Team Shops)

Training provided by: _____
(please print name)

(signature)

(date)

Bookstore Security Zone Access Granted:

- Cashier
- Coach/Teacher/ Admin
- Elementary InTouch Lead
- Bookstore Jr. High
- Bookstore High School
- Student Activities
- Finance Staff

Student Store Security Zone Access Granted:

- POS
- Manager
- District

Security Zone Access Level Assigned By:

(print name)

(signature)

Please submit this form to Kristina Hansen in Student Activities or email form to khansen@mpsaz.org