

**INSTRUCTIONS FOR SECURITY AUTHORITY  
FOR WBSCM USERS (FND-136)**

**INSTRUCTIONS FOR RECIPIENT AGENCY USERS**

**PAGE 1**

**User Type**

Select the Recipient Agency option from the dropdown menu.

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**PAGE 2**

**RECIPIENT AGENCY (RA) INFORMATION**

- a. Organization Name – Select the name of your recipient agency from the dropdown menu.
  - b. Business Street Address – Enter the address where the recipient agency business is located.
  - c. City – Enter the name of the city where the recipient agency business is located.
  - d. State – Enter the name of the state where the recipient agency business is located.
  - e. Zip Code – Enter the zip code of the location where the recipient agency business is located.
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**PAGE 3**

**USER INFORMATION**

Enter the information of the user.

- a. First Name – Enter the legal first name of the user that is being added or modified. Nicknames are not authorized.
- b. Last Name – Enter the last name of the user that is being added or modified.
- c. User Position Title – Enter the title of the user that is being added or modified.
- d. User Phone Number – Enter the phone number for the user that is being added or modified.
- e. User Business E-mail (Login information will be emailed to this address.) – Enter the business email address for the user being added or modified. Email should be that of the user and not a shared email address as login information will be sent.
- f. Click to Verify Email – Click here to verify email. Enter the code received on email to verify email before moving forward.

**APPROVER INFORMATION**

Enter the information of the Recipient Agency's highest official such as the Superintendent, President of Board, etc.

- a. First Name – Enter the legal first name of the highest official. Nicknames are not authorized.
  - b. Last Name – Enter the last name of the highest official.
  - c. Approver Business Email – Enter the business email address of the highest official.
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**PAGE 4**

**ACCESS REQUEST**

RA Request: Select the required option from the dropdown.

- a. Add New RA User Administrator – This option is for adding a new user administrator in WBSCM.
  - b. Remove Existing RA User Administrator – This option is for removing existing user administrator in WBSCM.
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**PAGE 5**

**USER SIGNATURE**

The user must review the certification statement and agree to terms & conditions. The user must sign and enter the date. This section will not appear if you are removing user administrator, and you will directly reach the next page.

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**PAGE 6**

**SUBMIT FOR APPROVAL**

Click on submit to send this form for approval.

## INSTRUCTIONS FOR EDUCATION SERVICE CENTER USERS

### PAGE 1

#### User Type

Select the Education Service Center option from the dropdown menu.

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### PAGE 2

#### Region

Select your region from the dropdown menu.

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### PAGE 3

#### USER INFORMATION

Enter the information of the user.

- a. First Name – Enter the legal first name of the user that is being added or modified. Nicknames are not authorized.
- b. Last Name – Enter the last name of the user that is being added or modified.
- c. User Position Title – Enter the title of the user that is being added or modified.
- d. User Phone Number – Enter the phone number for the user that is being added or modified.
- e. User Business E-mail (Login information will be emailed to this address.) – Enter the business email address for the user being added or modified. Email should be that of the user and not a shared email address as login information will be sent.
- f. Click to Verify Email – Click here to verify email. Enter the code received on email to verify email before moving forward.

#### APPROVER INFORMATION

Enter the information of your supervisor.

- a. First Name – Enter the legal first name of the approver. Nicknames are not authorized.
  - b. Last Name – Enter the last name of the approver.
  - c. Approver Business Email – Enter the business email address of the approver.
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### PAGE 4

#### ESC REQUEST

RA Request: Select the required option from the dropdown.

- a. Add New View Only-SDA/ITO user – This option is for adding a new user in WBSCM.
  - b. Remove Existing View Only-SDA/ITO user – This option is for removing existing user in WBSCM.
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### PAGE 5

#### USER SIGNATURE

The user must review the certification statement and agree to terms & conditions. The user must sign and enter the date. This section will not appear if you are removing a user, and you will directly reach the next page.

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### PAGE 6

#### SUBMIT FOR APPROVAL

Click on submit to send this form for approval.