

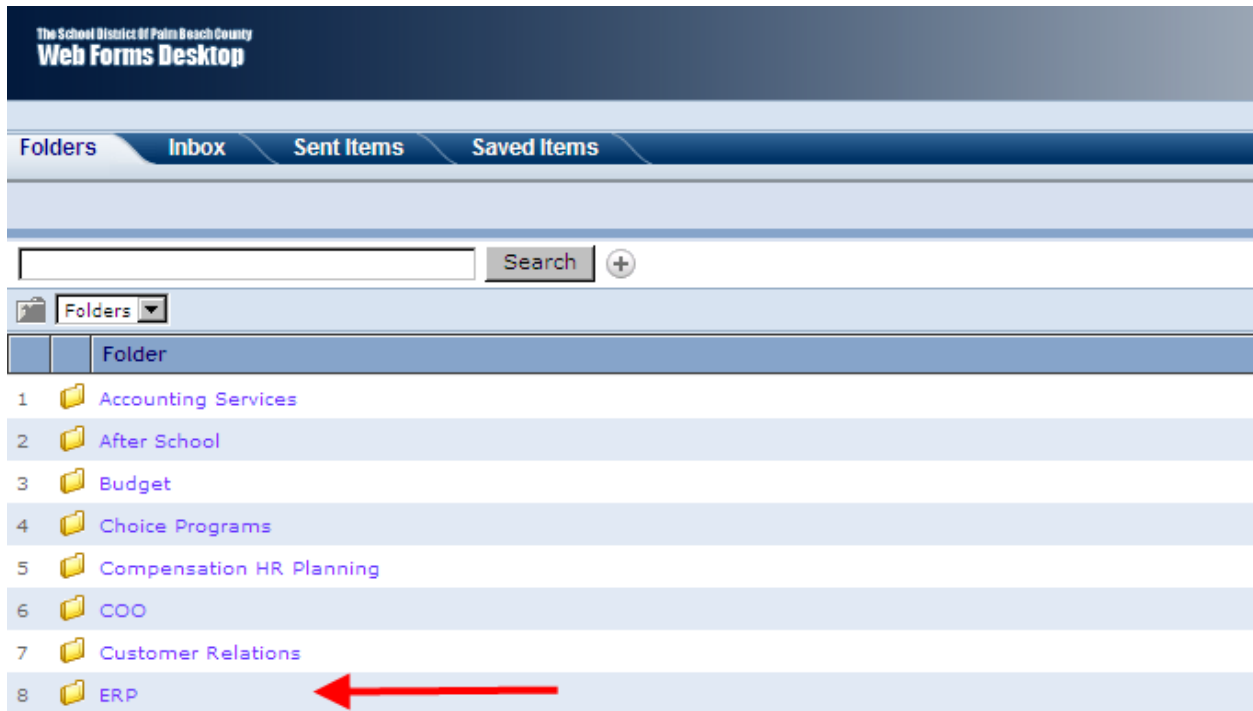
## How To Get Security Access to Update Inventory

Use the following link to get to PBSD Form 2308.

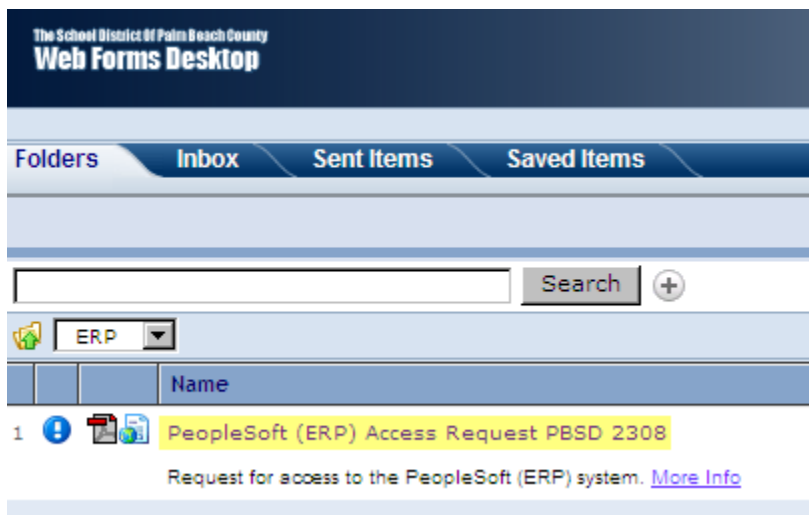
<http://pbforms1.palmbeach.k12.fl.us>

You will be asked to login – use the same user ID and password that you use to login to your email.

Choose the ERP folder.



Click on the PBSD 2308 Link.



Open the form. Enter your employee ID # and the balance of the information should load automatically.  
Below is the role needed to update inventory.



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

## PeopleSoft (ERP) Access Request

Enter the employee ID number of the person the request is for, then tab to the next field to obtain employee's information.

Employee ID #	Employee Last Name	Employee First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
School/Department	School/Dept. #	
<input type="text"/>	<input type="text"/>	
E-mail Address	Effective Date of Change	
<input type="text"/>	<input type="text"/>	
Type of Request	<input type="text" value="Change Access - Existing Access"/>	
If applicable, provide the following information:		
New Position	New School or Department	
<input type="text"/>	<input type="text"/>	
Comments/Additional Information (limited to 255 characters)		
<input type="text" value="Please add PBF AM Asset Update"/>		

Signature of Requestor

Signature of Principal/Director is required to process this PeopleSoft (ERP) Access Request

Signature of Principal/Director

After Director/ Principal approval route form to Natasha Gyapjas

Signature of ERP Security

### **How to Route Form For Approval**

To submit this request choose "Submit" in the menu below and click "Go".

Use the [How to Route Form for Approval](#) to send form to your Principal.

A more complete job aide is available under Helpful Info for Employees/ERP Access Form on the main PeopleSoft menu page.