Request Form for Next Year Scheduling Resources

The following Security Permissions need to be requested in order to properly execute and complete the Scheduling for Next Year Process. You may have us assign some or all of these permissions to designated personnel. Fill out Form PE0101 that is located in your Policies and Procedures Binder and submit or fax to Computer Services. These permissions will be given in the Next Year's database ONLY.

Current user login: _____

√	Res#	Description	Notes
	307	Run Scheduling Error Scan	~
	308	Erase Scheduled Courses	* # ^
	309	Recalculate Used Seat Counts for Courses	^
	310	Schedule Students	* # ^
	311	Schedule Students; override MAX seats	* # ^
	312	Mass Lock Scheduled Courses	^
	313	Schedule Students (Individuals Only)	^
	327	Query in Course Sequence Maintenance (Used by High Schools)	~
	334	Add in Master Schedule Maintenance	^
	335	Query in Master Schedule Maintenance	^
	336	Update in Master Schedule Maintenance	^
	337	Delete in Master Schedule Maintenance	* ^
	338	Master Schedule; Override Maximum Seats	^
	341	Run All Scheduling Reports	~
	342	Add in Student Request Maintenance	~
	343	Query in Student Request Maintenance	~
	344	Update in Student Request Maintenance	~
	345	Delete in Student Request Maintenance	~
	347	Mass Load Student Requests	^
	348	Mass Unload Student Requests	* # ^
	349	Mass Update Student Requests	# ^
	385	Save Scheduling Run	^
	1530	Run Single Screen Scheduling	~

Notes	
*	Given ONLY for Next Year's database. Resource will be taken away after Year-end Rollover has been completed.
#	DANGEROUS Resource. May only want to give to one designated person, usually the Administrator or Clerk.
~	Can be given to Counselors, Clerks, and Administrators
^	Can be given to Administrators and/or Clerks ONLY