



Security Form- Access to Level 0, ASAP, Test Scoring/Data Warehouse FTP Site

AFTER COMPLETION, THIS FORM IS STRICTLY CONFIDENTIAL

This form is used to establish access to confidential data in the Level 0 and ASAP applications as well as the Secure FTP Site. This level of access includes functionality to import/input, view and confirm the readiness of data from the local education agency below for NYSED collection. The district data coordinator as well as the district superintendent/CEO must authorize the access by signing the form.

1. The requester needs to complete Part A of the form **on-line**, print the form, review Parts B and C and sign in the space provided at the end of Part C for Authorized User.
2. The designated district data coordinator needs to review the form and sign Part C and also secure the signature of the district superintendent/CEO in the space provided and labeled "Superintendent Signature" at the end of this form.
3. **Once the form is complete with all the required signatures, please scan the form and e-mail it to the EduTech data warehouse support team at datawarehouseextracts@edutech.org or return it via FAX to 315.332.7473. If sending via email please indicate "Level 0 Security and your District Name" in the subject line of the e-mail.**

Upon receipt of the signed form, EduTech will review the form for completeness and establish access. The district data coordinator and account requester will be notified when this has occurred.

Part A - - Authorized User

Complete this section to identify the person to be authorized with designated access to the applications filled in by the local education agency below. The authorized user must sign the acceptable user policy – PART C.

Type (Please Select One):

- Add New User Change Permissions

District Name: _____

User First Name: _____ User Last Name: _____

Telephone #: _____ Building: _____

Position Title: _____ User Work E-mail: _____

Please provide access to the following (Select the appropriate security level for each):

Level 0:

	No Access	Read	Write	Upload
HR Staff Snapshot Data (Used for TSDL and BEDS PMF data collections)				
HR Staff Assignment Data (Used for TSDL and PMF data collection)				
HR Staff Evaluation Data				
HR Staff Tenure				
HR Staff Attendance				
Student Basic (Demographics and Enrollment)				
Student Program Services FRPL				
Student Course (CIA, SCEE, SSC)				
Student Assessment (Assmt Fact, Assmt Acc Mod)				
Student Attendance (Day Calendar, Stu Daily Attend)				
Student Special Ed (SE Event, SE Snapshot)				

ASAP - Regents

ASAP - NYSITELL

FTP Site



Educational
Technology Service
Genesee Valley
Wayne-Finger Lakes

Please email or fax completed form to:
datawarehouseextracts@edutech.org
Data Warehouse Fax #:315-332-7473

PART B – USER ID and Password

USER ID: Each user of the system will be assigned a user ID. If authorized user has an existing user ID it will be used.

PASSWORD: EduTech will assign a temporary password. The password is the information that allows each individual user, and only that user, to use the user ID and privileges associated with it.

- EduTech will advise the requester once the user ID and temporary password are established.
- The new user will be responsible for changing the temporary password to one of the user's creation. Passwords need to be between 6 and 15 characters – letters or numbers. They are case sensitive.
- Passwords can be changed by the user on line at any time. It is recommended the user changes the password every 3-6 months.
- If a password is lost, forgotten, or stolen, contact the EduTech Data Warehouse Support Team at 800 722-5797 or datawarehouseextracts@edutech.org

PART C: ACCEPTABLE USE OF Level 0, ASAP and the Test Scoring/Data Warehouse FTP Site:

As a user of EduTech supported applications, I agree not to:

- Violate the property rights and copyrights in data and computer programs.
- Obtain unauthorized access to and use of an account, data, files and the network facilities, or use of such facilities for purposes other than those intended.
- Obtain unauthorized access to and use of an account or any information contained in EduTech supported data systems or the network facilities for personal or private gain.
- Access or use files or data containing personally identifiable education records without proper authorization.
- Disclose, without proper authorization, the contents of any database or file containing personally identifiable information from the education records of students.

Any person who engages in unauthorized or unacceptable use of EduTech supported data systems may be subject to disciplinary and/or legal action as appropriate. EduTech reserves the right immediately to suspend or terminate use by any authorized user for a violation of the EduTech Acceptable Use Policy. The undersigned acknowledges that he/she has read the foregoing EduTech Acceptable Use Policy and agrees that his/her use of the designated applications will be consistent with the requirements of this policy and all applicable laws and regulations.

Authorized User's Signature: _____ **Date:** _____

Data Protection Officer Signature: _____ **Date:** _____

Superintendent Signature: _____ **Date:** _____