



Tri-County Computer Service Association User Access Authorization

<p>A. District: _____</p> <p>Building: _____</p> <p>Name : _____ Last First</p> <p>Position: _____</p> <p>District Email Address: _____ <small>(Wooster, Wadsworth, Ashland, Black River, Wayne County CC, Reimer Road)</small></p> <p><input type="checkbox"/> Password Management Delegate</p>	<p>New User: _____</p> <p>*Add: _____</p> <p>Delete: _____</p> <p>Email Only: _____</p> <p>DASL Staff ID: _____</p> <p><small>*See Instructions on back</small></p>
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User may have access to the following package(s): *(Check any that apply.)*

B. Fiscal Applications		*Treasurer Initial _____			
*USAS Accounting	<input type="checkbox"/> SSWAT	<input type="checkbox"/> Read Only <input type="checkbox"/> Full Access	<input type="checkbox"/> Req. Only	<input type="checkbox"/> Onbase	<input type="checkbox"/> Group Manager
*USPS Payroll		<input type="checkbox"/> Read Only <input type="checkbox"/> Full Access		<input type="checkbox"/> Onbase	<input type="checkbox"/> Group Manager
*USPS Personnel		<input type="checkbox"/> Read Only <input type="checkbox"/> Full Access		<input type="checkbox"/> Onbase	
*EIS Equipment Inventory		<input type="checkbox"/> Read Only <input type="checkbox"/> Full Access		<input type="checkbox"/> Onbase	<input type="checkbox"/> Group Manager

C. INFOhio

SIRSI Workflows	<input type="checkbox"/> All Buildings
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D. EMIS Education Management Information System

*Treasurer Initial _____

*All EMIS data	<input type="checkbox"/> Read Only	List Buildings here:
EMIS – Staff Data	<input type="checkbox"/> Read Only	
*EMIS – Financial Data	<input type="checkbox"/> Read Only	
EMIS – Student Data – Please list buildings at right, noting EMIS	<input type="checkbox"/> Read Only	

E. DASL - DASL Security will be based upon position stated above

List each school that this user may access: DASL-R

School(s)	Add	Remove	Comment Area

Internal Use Only

[_____, _____] _____

F. Progress Book

List each school that this user may access:

School(s)	Principal	Teacher	Guidance	Attendance	Cafeteria

G. Special Services (SSEM)

Full Access

Read Only

Administrative

_____ Date

Superintendent's Signature

Instructions for User Access Authorization

1. Please use one user access authorization sheet per person. Please keep a copy of the sheet and the instructions for new users to your district and for changing the access granted to existing users.
2. Part A. Enter your school district. Enter the school building (or office) in which this person works. Enter the user's first and last name and his position. Check the appropriate line for New User, *Add, or Delete. *If you are making modifications, please include the current access plus the additional access this person is to have and highlight the newly added access. Please mark the DASL Staff ID (previously TEAC Code) and your District Email Address (Wooster, Ashland, Wadsworth, Black River, Wayne County CC, and Reimer Road).
3. Part B. Place check marks next to each package to which this user may have access. Some users may have access to more than one of these packages.

The USAS, USPS, EIS and EMIS Financial packages require a Treasurer's Initials. Please obtain proper authorization prior to submittal.

4. Part C. Treasurer's initials are required for this access.
5. Part D. If this user may access the EMIS software package check the type of access the user may have. If the user is someone who will access all EMIS data, such as an EMIS coordinator, check the first line. If the user may access only one or two of the three areas (staff, financial, and/or student) check the appropriate entries. Note: Treasurer's initials are required for "All EMIS Data" and "EMIS – Financial Data".
6. Part E. For DASL users, list each building that may be accessed. Next to each building indicate if they are being added or removed from that building. If security goes beyond levels noted, please describe in detail in the comment area.
7. Part F. In order for a teacher to be billed in Progress Book we must have a Staff ID Code built in DASL.
8. Part G. SSEM is Special Services Education Module.
9. Don't forget to sign and date each form.