# eSchoolPlus NEW USER Authorization Form

**DATE:** _____

**USERID:** _____
(Please use the district email naming convention as the ID)

**NAME:** _____

**WORK PHONE #:** _____

**EMAIL ADDRESS:** _____
(District Email Required)

**DISTRICT:** _____

**DEFAULT BUILDING #:** _____ **NAME:** _____

**LIMIT ACCESS TO THE FOLLOWING BUILDINGS:**   **INQUIRY**   **UPDATE**

**BLDG #:** _____ **NAME:** _____ _____ _____
_____      _____ _____ _____
_____      _____ _____ _____

**TEACHER ACCESS:**
_____TEACHER ACCESS CENTER/GRADEBOOK
For Substitute Teachers: Employment End Date _____ Teacher the Person is Substituting for _____

**ADMINISTRATIVE ACCESS:**
Copy Access From User _____

**UPDATE**: Please indicate what you will need **update** access to with the letter **'U'**
**INQUIRY/VIEW**: Please indicate what you will need **Inquiry/View** access to with the letter **'I'**
**Update access to "Run Reports" is required for users to run and view reports in each area.**
Leave blank if no access to be granted.

_____ **ATTENDANCE**
_____ Maintenance
_____ Run Reports
_____ Setup and Configuration
_____ Utilities
_____ **COGNOS REPORTING**
_____ **DISCIPLINE**
_____ Maintenance
_____ Maintenance (Previous Year)
_____ Run Reports
_____ Setup and Configuration
_____ **GRADEBOOK/PUBLISHED & UNPUBLISHED CLASSWORK**
_____ **TEST SCORES**
_____ Maintenance
_____ Run Reports
_____ Setup and Configuration
_____ Utilities
_____ **MEDICAL RECORDS**
_____ Maintenance
_____ Run Reports
_____ Setup and Configuration
_____ Utilities
_____ **MARK REPORTING**
_____ Maintenance
_____ Maintenance (Previous Year)
_____ Run Reports
_____ Setup and Configuration
_____ Utilities

_____ **NEW YORK STATE**
_____ Maintenance
_____ Run Reports/Extracts
_____ Setup and Configuration
_____ Utilities
_____ **REGISTRATION**
_____ Maintenance
_____ Potentially Sensitive Data
_____ Run Reports
_____ Setup and Configuration
_____ Utilities
(User Defined Screens)
_____ NYS Reporting
_____ Other Name: _____
_____ **SCHEDULING**
_____ Maintenance
_____ Setup and Configuration
_____ Run Reports
_____ Utilities
_____ Whiteboard
_____ **ESCHOOLPLUS SYSTEM**
_____ Maintenance
_____ News
_____ Setup and Configuration
_____ Utilities

**Special Instructions** _____

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**eSchool PROFILE COMPLETE** _____ _____/_____/_____ **NOTES:** _____

## PASSWORD Guidelines for Regional Applications:

Passwords must be at least 7 characters long.
Passwords must be a combination of alpha and numeric characters.
Passwords must contain at least one upper case letter.
Passwords cannot be the same as or part of your user ID.
Passwords cannot be part of your name.
Do **not** share your password and do not write it down.
Make sure your password is something you can remember, but do **not** make it easily associated with you!

**Remember:** Each individual is directly responsible for use of his or her password. Any action or activity taken with a password will be attributed to the owner of the password.
**Do not SAVE your password when prompted.**

## ETHICS AND COMPUTER USE: STATEMENT OF CONFIDENTIALITY:
As an online user of Broome-Tioga BOCES, I agree not to:
1. Violate the property rights and copyrights in data and computer programs.
2. Intentionally or neglectfully destroy or damage other users' data or programs.
3. Obtain unauthorized access to and use of an account, and the network facilities, or use of such facilities for purposes other than those for which they were permitted to the user.
4. Obtain unauthorized access to and use of an account and network facilities, for personal or private use.
5. Read or use private files/data without proper authorization.
6. Divulge the contents of any database holding personnel and confidential information related to children, parents, or school business operations.
7. Attempt, without authorization, to modify computer hardware or system software.
8. Use the network for slanderous, abusive, intimidating, or otherwise offensive messages.
9. Use the network to send unsolicited, non-educationally related messages that are inoffensive, but which consume system resources.
10. Fraudulently use another person's name to send or receive messages.

When there is any indication or unauthorized use or abuse of the system or any other action which interferes with the proper functioning of the system, or infringes on the rights of other users, the NYS Education Department, Broome-Tioga BOCES, or other appropriate agencies will be appropriate authorities for disciplinary or legal action. System users have a responsibility to maintain the integrity of the system and to use it only in an authorized and appropriate manner.

User Signature _____     Date: _____

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********************************************************************************
* I have read the Confidentiality Statement and authorized the individual to have access    *
* to the application(s) on the reverse side.                                                 *
*                                                                                            *
* Security Contact's Signature: _____ Date: _____      *
*                                                                                            *
* Print Name: _____    Phone: _____     *
*                                                                                            *
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**Turn Around Time:  Addition of New Users or User Name Changes** – 2 business days from date written request is received at the Center.

Create a ServiceNow ticket or fax security forms to 607-757-3000 or email to: eSchool@btboces.org