



eSchoolPlus Update/Delete User Authorization Form

ACTION (CHECK ONE): CHANGE USER DELETE USER

DISTRICT: _____

DATE: _____

DEFAULT BUILDING #: _____ NAME: _____

USERID: _____

LIMIT ACCESS TO THE FOLLOWING BUILDINGS: INQUIRY UPDATE

(Please use the district email naming convention)

BLDG #: _____ NAME: _____

NAME: _____

TEACHER ACCESS:

TEACHER ACCESS CENTER/GRADEBOOK

For Substitute Teachers: Employment End Date _____ Teacher the Person is Substituting for _____

ADMINISTRATIVE ACCESS:

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GRADEBOOK/PUBLISHED & UNPUBLISHED CLASSWORK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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I authorize the listed individual to have the above access changes.

District Security Contact's Signature: _____ **Date:** _____

Print Name: _____

Turn Around Time: Changes to Name or Existing User Profile – 1 business day from date written request is received by the SCRIC.

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

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ESchool UPDATE COMPLETE _____ / _____ / _____ NOTES: _____