



Account Authorization for HR Data Submission Level 0 Access



This form authorizes Student Data Services to create Level 0 accounts for the people named below which will provide access, with the specified rights, to process HR data.

(It is recommended that 2 people be given accounts.)

Please indicate Staff Name and email for requested accounts and specify level of access:

Staff Name AND E-Mail	Categories									
	Please Check <input checked="" type="checkbox"/> All the Apply									
	Staff Assignment Permissions	Staff Evaluation Permissions	Staff Snapshot Permissions	Staff Tenure Permissions	Staff Attendance Permissions					
Staff Name: _____ Staff E-Mail: _____	Read		Read		Read		Read		Read	
	Write		Write		Write		Write		Write	
	Lock		Lock		Lock		Lock		Lock	
	Upload		Upload		Upload		Upload		Upload	
Staff Name: _____ Staff E-Mail: _____	Read		Read		Read		Read		Read	
	Write		Write		Write		Write		Write	
	Lock		Lock		Lock		Lock		Lock	
	Upload		Upload		Upload		Upload		Upload	
Staff Name: _____ Staff E-Mail: _____	Read		Read		Read		Read		Read	
	Write		Write		Write		Write		Write	
	Lock		Lock		Lock		Lock		Lock	
	Upload		Upload		Upload		Upload		Upload	

Level of Access explanations:

- Read: See all HR data that has been loaded to Level 0
- Write: Includes all Read access AND access to import and enter data
- ****Lock: Preferred Level of access AND required for at least 1 person**
 - Includes all Read and Write access AND ability to approve data submission to NYSED
- Upload: **Caution** - Includes all Read, Write and Lock access AND ability to Create a file for district archive purposes (HOWEVER, that process removes the “check” that approves data submission to NYSED – assign this access level with careful consideration) **FAX Completed form to Student Data Services 631 240-8967**
or email britchie@esboces.org and ball@esboces.org

I authorize the creation of Level 0 accounts to the person(s) named above for the purpose of processing HR data to the New York State Education Department.

Signature of Superintendent

Print Name

District

Date

Student Data Services

Charles King, Divisional Administrator

Peter Desjardins, Program Administrator

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