



County Access Request Form

I understand I am requesting access or to have access removed for myself or for another person for the County application. I will not release confidential information to others unless it is for the purposes directly connected to the program for which purpose it was originally intended. Each school is responsible for maintaining secure systems with which to access state systems to ensure the data is safeguarded. Each user must choose a strong password and secure their username and password. Usernames and passwords must never be shared or reused. Each user must agree to use the data only within the direct scope of their current employment and within the scope of the role granted, and to comply with FERPA and the OPI Student Records Confidentiality Policy.

Requester Name: _____

Date: _____

User Information

Full Name: _____

Email: _____

Phone: _____

New User

Remove User: _____

Title: _____

Existing User: _____

ADD ROLES

REMOVE ROLES

See back of form for role definitions

CountyCoUser
CO _____

CountyNonLocatedUser
CO _____

CountyReadOnly

OPI ONLY ROLES

CountyOPI

CountyOPiDistrictInformation

CountyReadOnly

Authorized Representative Signature

Name: _____

Title: _____

Phone: _____

Signature: _____

Date: _____

COUNTY ROLES DEFINITIONS

CountyCoUser: This role allows users to edit/add data for any county assigned. Users with this role can only have one CO assigned.

CountyNonLocatedCoUser: This role is given to users if they are a joint county and they would be assigned the counties where they are nonlocated. The user will have read only access to those counties. Users with this role may be assigned multiple counties.

CountyOPI: This role is assigned to OPI Staff. It allows access to all pages.

CountyOpiDistrictInformation: This role is assigned to OPI School Finance Staff. This role allows the user access to pages collecting district election information.

CountyReadOnly: This role is assigned in addition with another role and allows user to view but not change data associated with that role.