MAEFAIRS Access Request Form

I understand I am requesting access or to have access removed for myself or for another person for Maefairs. 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:

Remove User:

New User

District:

Existing User:

ADD ROLES   REMOVE ROLES

See back of form for role definitions

	OPI ONLY ROLES	ADD LOCATIONS (where applicable):
MaefairsCompensationExpenditure	MaefairsAimStaff	
MaefairsCounty	MaefairsBudgetAdmin	Statewide (OPI Only)
MaefairsDistrictBudget	MaefairsBudgetSpecialist	LE
MaefairsDistrictEnrollment	MaefairsFederalMOE	CO
Maefairs District TFS	MaefairsMaintainUser	
MaefairsReadOnly	MaefairsOPI	
MaefairsTuition	MaefairsPaymentSchedule	
	MaefairsSPED	

Authorized Representative Signature

Name:

Title:

Phone:

Signature:

Date:

MAEFAIRS ROLES DEFINITIONS

MaefairsAimStaff: User has access to AIM related reports and views. Some of these reports contain student level data. This role does not have the ability to change any data. Users: OPI AIM Staff.

MaefairBudgetAdmin: This role will allow the user to perform additional functions to certain budget functionality not available to other roles. Users: OPI School Finance Staff.

MaefairBudgetSpecialist: This role will allow the user to have exclusive access to some budget pages. Users: OPI School Finance Staff.

MAEFAIRSCompensationExpenditures: User has access to compensation expenditure screens and reports. Users: District Staff. LE must be assigned to the UserName.

MaefairCounty: User has read-only rights to all district areas in their county. Users: County Superintendents. CO must be assigned to the UserName.

MaefairsDistrictBudget: This role will allow the user to access budget pages to enter data. Users: In the Field.

MaefairsDistrictEnrollment: This role will allow the user to access student count for ANB pages to import and submit data collected from AIM. Users: In the Field.

MaefairsDistrictTFS: This role will allow the user to access TFS pages to enter data. Users: In the Field.

MaefairsDistrictTuition: This role will allow the user to access tuition pages to enter data. Users: In the Field.

MaefairsFederalMOE: The user has rights to access pages to print the Federal MOE reports. Users: OPI Staff Only.

MaefairsMaintainUser: User has rights to access pages to assign COs and LEs to users. They will also be able to access the page to enter additional user information. Users: OPI School Finance Staff.

MaefairsOPI: This role will allow the user to access all pages in the application except ARRA pages. Users: OPI School Finance Staff.

MaefairsPaymentSchedule: User will have access to set up the schedule on which payments generated from Maefairs will be paid. Users: OPI School Finance Staff.

MaefairsReadOnly: This role is given in addition to other role(s) and limits the user to read-only access. This role takes away any control on a page that would allow the user to change the stored data in any way. Users: When assigned additional Maefairs role(s).

MaefairsSPED: User has access to SPED excess cost and MOE pages and reports. Users: OPI SPED Staff.