Transportation Access Request Form

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

SS/CO: Existing User:

ADD ROLES   **REMOVE ROLES**   *See back of form for role definitions*

OPI ONLY ROLES

TransportationBus   TransportationMaintainUser

TransportationCounty   TransportationOPI

TransportationIndividualContact   TransportationReadOnly

Authorized Representative Signature

Name: Title: Phone:

Signature: Date:

TRANSPORTATION ROLES DEFINITIONS

<u>TransportationBus</u>: This role will allow the user to access all bus, bus driver and bus route screens and reports. The user will only have access to information for SS's assigned to them within the Transportation application. Users: District Users and Bus Contractors.

<u>TransportationCounty</u>: This role will allow the user to access county pages used to approve SS information and the individual contract screen. The user must have their county assigned to them within the Transportation application. Users: County Superintendents.

<u>TransportationIndividualContract</u>: This role will allow the user to access all individual contract pages and reports. The user will only have access to information for SS's assigned to them within the Transportation application. Users: District Users.

<u>TransportationMaintainUser</u>: This role will allow the user to access pages to assign CO's and SSs' to users. Users: OPI School Finance Staff.

<u>TransportationOPI</u>: This role will allow the user to access to all pages except the CO and SS assignment pages. Users: OPI School Finance Staff.

<u>TransportationReadOnly</u>: This role does not grant access to any pages. The user assigned this role must be assigned an additional role(s) to access pages. Users: OPI School Finance Staff.