



INFORMATION SYSTEMS

440 East 100 South
Salt Lake City, Utah 84111

p 801.578.8224
f 801.578.8442

District Employee Additional Systems Access Application

INSTRUCTIONS:

All district employees automatically receive an Active Directory Account, an Email Address, and Internet Access. Employees are required to abide by all board policies and district administrative procedures including [Board Policy P-8: Employee Use of Internet, Computers, and Network Resources](#). If you do not know your Active Directory username or password, please contact the help desk at 801-578-8224. The following steps must be completed before access is granted to additional systems, e.g. PowerSchool, Illuminate, BusinessPlus, etc.:

- This form must be completed for an employee to gain access to additional district systems.
- An administrator must request access to these systems on behalf of the employee.
 - The administrator must sign Section D and submit the application to Information Systems via internal mail. **(Faxes not accepted)**
- Information Systems grants final approval.
- Once processed, an email will be sent to the employee's district email account.

SECTION A: USER INFORMATION:

Please complete all information. Incomplete applications will be discarded. Only legal last names will be used. Preferred first names can be used, but must first be entered into Employee Online. These will be verified with Human Resources.

Employee Legal First and Last Name _____

Employee Preferred First Name _____

Position _____

Department/ Home School _____

Room Number _____

Employee ID Number _____

Cactus ID (if applicable) _____

Employee Signature _____ Date _____

SECTION B: SYSTEMS ACCESS

This section is to be completed by the supervising administrator. Please select the systems to which the individual will need access. If access to a specific system is not listed, please include it on the other line.

- PowerSchool/PowerTeacher Access (based upon position, please fill in above)
- Illuminate
- Curriculum Applications (ex. Wonders, Lexia, Imagine Learning, Collections, etc...)
 - o Please list which applications: _____
- BusinessPlus Financial/HR System
- Other: Please detail what applicants job duties are at your school.

Is this individual replacing another employee?

- Yes
- No

Employee ID of previous employee: _____

SECTION C: STUDENT PRIVACY

Any individual accessing student data must complete the Student Privacy Rights (FERPA) training prior to receiving access to systems that contain student data.

Date Completed: _____

SECTION D: SIGNATURE OF ADMINISTRATOR RESPONSIBLE FOR APPROVAL

By requesting access for this applicant, you are accepting full responsibility for their actions on the associated systems. You are liable and responsible for student data and security of such when access is granted to systems containing student data. I understand any violation of the district's AUP may result in a loss of network privileges, referral to legal authorities and / or disciplinary action, which may include reprimand, suspension or termination of employment.

Administrator's Printed Name _____

Administrator's Employee ID# _____

Administrator's Email _____

School Administrator's Signature _____ Date _____

SECTION E: INTERNAL USE ONLY

Applicants User ID _____

Confirmation Email sent to _____ Date Sent _____

Information Systems Approver ID: _____ Date Approved: _____

Notes _____

