WOCO will need the following information in order to create a new or update a current user account.

Please submit completed form to WOCO via the helpdesk.

**User Information**

**District staff making this request:** Click or tap here to enter text. **Signature:**

First Name: Click or tap here to enter text.

Last Name: Click or tap here to enter text.

District Email Address: Click or tap here to enter text.

Create a new user account or update a current user?  New  Current

If a new user, is the user replacing a current or former user at your district?  Yes  No

* If yes, who is the user that is being replaced: Click or tap here to enter text.
* Do you want the new user’s access to emulate the user that is being replaced?  Yes  No
* Do you want the emulated user account disabled?  Yes  No

Is this user an ESC employee assigned to your building?  Yes  No

Is this user coming from another WOCO district?  Yes  No

* If yes, which district: Choose an item.

Which building(s) will the user will need access to:

Elementary  Intermediate  Middle School  High School

Will this user need access to StudentInformation?  Yes  No

Will this user need access to GradeBook?  Yes  No

Teacher  Guidance  Principal  Secretary  Administrator

Will this user need access to Special Services?  Yes  No

Administrator  Case Manager  Service Provider  Classroom Teacher

Will this user need access to DataMap?  Yes  No

* Classroom Level  Building Level  District Level
* Additional DataMap Access: (Intervention Manager, Assessment Importer, etc.) Click or tap here to enter text.

Does your school building/district use the notification module?  Yes  No

**General StudentInformation Access Types**

|  |  |  |
| --- | --- | --- |
|  | **Role** | **Abilities** |
|  | AH –Full Viewer | View of all Analytic Hub Reports |
|  | Assessment Coordinator | Add, Edit, Delete Student Assessment Records |
|  | Attendance Clerk | Add, Edit, Delete Student Absences |
|  | Attendance View | View Student Absences Only |
|  | Building Secretary | Displays Most Student and Building Data (no EMIS profile access) |
|  | Building Secretary - View | Same Access as Above with No Edit or Delete Ability |
|  | Discipline Admin | Add, Edit, Delete All Discipline Codes |
|  | Discipline Clerk | Add, Edit, Delete All Student Discipline Information |
|  | Discipline View Only | Limits use to View Discipline Incidents List Only |
|  | Fees Clerk | Add, Edit, Delete All Student Fee Information |
|  | EMIS Coordinator | Add, Edit, Delete All EMIS Related Screens |
|  | EZ Query All | Allows User to Use All EZ Query Screens |
|  | EZ Query Shared Student Data | Allows User to access Shared Student Data Screens Only |
|  | EZ Query SIS Student Search | Allows User to Create and Download Student Data Queries |
|  | Fees Clerk | Allows User to Manage the Fees module and add/edit/delete individual Student Fee records |
|  | Guidance Counselor - Full | Add, Edit, Delete on All Course, Section and Student Subject Screens |
|  | Guidance Counselor - View | View Only access on All Course, Section and Student Subject Screens |
|  | Medical Clerk | Add, Edit, Delete on All Medical Code and Student Medical Screens |
|  | Import Export Access | Full access to the Import Export menu |
|  | Medical View | Same Access as Above with No Edit or Delete Ability |
|  | Student Contact | Add, Edit, Delete Student Contacts |
|  | Student Contact -View | Same Access as Above with No Edit or Delete Ability |
|  | Student Schedule – View | User Can View Student Schedules – No Edit Ability |
|  | Student Schedule – Edit | User Can Edit Student Schedules |
|  | Student Profile Edit - No EMIS | User Can Edit Student Profile Information - No EMIS Tabs |
|  | Student Profile View Only - No EMIS | User Can View Student Profile -No Edit - No EMIS Tabs |
|  | Student Profile w/EMIS - Edit | User Can Edit Student Profile Information & EMIS Tabs |
|  | Student Profile w/EMIS - View Only | User Can View Student Profile -No Edit - Includes EMIS Tabs View |
|  | Teacher Full –Grades Attendance EzQuery Discipline | Teacher access to Teacher Menu |

**Please List Any Other Access Needs Below**