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**