



# eSchoolPlus NEW USER Authorization Form

DATE: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

USERID: \_\_\_\_\_  
(Please use the district email naming convention as the ID)

DEFAULT BUILDING # : \_\_\_\_\_ Name: \_\_\_\_\_

NAME: \_\_\_\_\_

WORK PHONE #: \_\_\_\_\_

LIMIT UPDATE ACCESS TO THE FOLLOWING SCHOOLS:

EMAIL ADDRESS: \_\_\_\_\_

SCHOOL# :	SCHOOLNAME:	VIEW	UPDATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(District Email required)

**TEACHER ACCESS:** TEACHER ACCESS CENTER/GRADEBOOK \_\_\_\_\_

For Substitute Teachers: Employment End Date \_\_\_\_\_ Teacher the Person is Substituting for \_\_\_\_\_

**ADMINISTRATIVE ACCESS:**

Copy Access from User \_\_\_\_\_

**VIEW / UPDATE:**

Please indicate what you will need Inquiry or View access to with the letter "I" for Inquiry only.

**Update access to "Run Reports" is required for users to run and view reports in each area.** Leave blank if no access to be granted.

- \_\_\_\_\_ **ATTENDANCE**
  - \_\_\_\_\_ Maintenance
  - \_\_\_\_\_ Run Reports
  - \_\_\_\_\_ Setup and Configuration
  - \_\_\_\_\_ Utilities
- \_\_\_\_\_ **MEDICAL RECORDS**
  - \_\_\_\_\_ Maintenance
  - \_\_\_\_\_ Run Reports
  - \_\_\_\_\_ Setup and Configuration
  - \_\_\_\_\_ Utilities
- \_\_\_\_\_ **MARK REPORTING**
  - \_\_\_\_\_ Maintenance
  - \_\_\_\_\_ Maintenance (Previous Year)
  - \_\_\_\_\_ Run Reports
  - \_\_\_\_\_ Setup And Configuration
  - \_\_\_\_\_ Utilities
  - \_\_\_\_\_ Gradebook/Published & Unpublished Classwork
- \_\_\_\_\_ **NEW YORK STATE**
  - \_\_\_\_\_ Maintenance
  - \_\_\_\_\_ Run Reports/Extracts
  - \_\_\_\_\_ Setup And Configuration
  - \_\_\_\_\_ Utilities
- \_\_\_\_\_ **SCHEDULING**
  - \_\_\_\_\_ Maintenance
  - \_\_\_\_\_ Setup And Configuration
  - \_\_\_\_\_ Run Reports
  - \_\_\_\_\_ Utilities
  - \_\_\_\_\_ Whiteboard
- \_\_\_\_\_ **ESCHOOL COGNOS REPORTING**

- \_\_\_\_\_ **DISCIPLINE**
  - \_\_\_\_\_ Maintenance
  - \_\_\_\_\_ Maintenance (Previous Year)
  - \_\_\_\_\_ Run Reports
  - \_\_\_\_\_ Setup and Configuration
- \_\_\_\_\_ **TEST SCORES**
  - \_\_\_\_\_ Maintenance
  - \_\_\_\_\_ Run Reports
  - \_\_\_\_\_ Setup And Configuration
  - \_\_\_\_\_ Utilities
- \_\_\_\_\_ **REGISTRATION**
  - \_\_\_\_\_ Maintenance
  - \_\_\_\_\_ Potentially Sensitive Data
  - \_\_\_\_\_ Run Reports
  - \_\_\_\_\_ Setup And Configuration
  - \_\_\_\_\_ Utilities
  - \_\_\_\_\_ (User Defined Screens)
    - \_\_\_\_\_ NYS Reporting
    - \_\_\_\_\_ Other Name: \_\_\_\_\_
- \_\_\_\_\_ **ESCHOOLPLUS SYSTEM**
  - \_\_\_\_\_ Maintenance
  - \_\_\_\_\_ News
  - \_\_\_\_\_ Setup and Configuration
  - \_\_\_\_\_ Utilities

Special Instructions \_\_\_\_\_

\_\_\_\_\_

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eSchool PROFILE COMPLETE \_\_\_\_\_ / / \_\_\_\_\_ NOTES: \_\_\_\_\_

**PASSWORD Guidelines for Regional Applications:**

Passwords must be at least 7 characters long.

Passwords must be a combination of alpha and at least 1 numeric character.

Passwords must contain at least one upper case letter.

Passwords cannot be the same as or part of your user ID.

Passwords cannot be part of your name.

Do **not** share your password and do not write it down.

Make your password is something you can remember, but do **not** make it easily associated with you!

**Remember:** Each individual is directly responsible for use of his or her password. Any action or activity taken with a password will be attributed to the owner of the password.

**Do not SAVE your password when prompted.**

**ETHICS AND COMPUTER USE: STATEMENT OF CONFIDENTIALITY:**

As an online user of Broome-Tioga BOCES, I agree not to:

1. Violate the property rights and copyrights in data and computer programs.
2. Intentionally or neglectfully destroy or damage other users' data or programs.
3. Obtain unauthorized access to and use of an account, and the network facilities, or use of such facilities for purposes other than those for which they were permitted to the user.
4. Obtain unauthorized access to and use of an account and network facilities, for personal or private use.
5. Read or use private files/data without proper authorization.
6. Divulge the contents of any database holding personnel and confidential information related to children, parents, or school business operations.
7. Attempt, without authorization, to modify computer hardware or system software.
8. Use the network for slanderous, abusive, intimidating, or otherwise offensive messages.
9. Use the network to send unsolicited, non-educationally related messages that are inoffensive, but which consume system resources.
10. Fraudulently use another person's name to send or receive messages.

When there is any indication or unauthorized use or abuse of the system or any other action which interferes with the proper functioning of the system, or infringes on the rights or other users, the NYS Education Department, Broome-Tioga BOCES, or other appropriate agencies will be appropriate authorities for disciplinary or legal action. System users have a responsibility to maintain the integrity of the system and to use it only in an authorized and appropriate manner.

User Signature \_\_\_\_\_ Date: \_\_\_\_\_

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*\*I have read the Confidentiality Statement and authorized the individual to have access \*  
\*to application(s) on the reverse side. \**

\* \_\_\_\_\_ \*

*\*Security Contact's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ \**

\* \_\_\_\_\_ \*

*\*Phone: \_\_\_\_\_ \**

\* \_\_\_\_\_ \*

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**Turn Around Time: Addition of New Users or User Name Changes – 2 business days from date written request is received at the Center.**