

Application Access Form State Level Request Version 3

Purpose of Request: (Select One)
 New Access
 Modify Access
 Remove Access

Division:

User Role:
 State Employee
 Contractor

First Name:

Last Name:

Date of Birth:

CA Number:

Job Title:

Current User ID: (if applicable)

Do you currently have a TDOE SSO, Orion, account?
 Yes No

Do you currently have an ePlan account?
 Yes No

Work Email:

Address:

Work Telephone Number:

Select one role per application request.

Accountability <input type="checkbox"/> Administrator <input type="checkbox"/> Application Manager	Highly Qualified Teachers	<input type="checkbox"/> Administrator <input type="checkbox"/> Application Manager <input type="checkbox"/> Region User
Attendance Funding <input type="checkbox"/> Application Manager <input type="checkbox"/> Read Only	Microsoft Dynamics CRM Ticketing System (Licensed Agent) Microsoft Dynamics CRM Technology Request Portal	<input type="checkbox"/> Information Systems Staff Member/Program Area Agent <input type="checkbox"/> TDOE State Employee
College & Career Readiness SharePoint <input type="checkbox"/> Administrator <input type="checkbox"/> Read Only <input type="checkbox"/> User	Oracle Database	<input type="checkbox"/> CAEISPRD <input type="checkbox"/> CADOEPRD <input type="checkbox"/> CARPTPRD Access Level <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Edit
Course Code Management System (CCMS) <input type="checkbox"/> User	School Nutrition	<input type="checkbox"/> Inquiry <input type="checkbox"/> User
Data Reports <input type="checkbox"/> Administrator <input type="checkbox"/> Application Manager	SDE Directory	<input type="checkbox"/> Administrator <input type="checkbox"/> SDE Administrator
Discoverer <input type="checkbox"/> Administrator <input type="checkbox"/> User	Security Management	<input type="checkbox"/> Administrator <input type="checkbox"/> Security Administrator
EIS Production <input type="checkbox"/> Application Manager <input type="checkbox"/> SDE Calendar Admin <input type="checkbox"/> SDE Technical Staff	SSRS Reports	<input type="checkbox"/> Administrator <input type="checkbox"/> Application Manager
Enhanced EIS Data Entry <input type="checkbox"/> Administrator <input type="checkbox"/> Application Manager	TCAP Visibility Tool	<input type="checkbox"/> User
eTiger <input type="checkbox"/> Account Administrator <input type="checkbox"/> Application Manager <input type="checkbox"/> Content Administrator <input type="checkbox"/> Program of Study Administrator <input type="checkbox"/> Read Only	TMAC	<input type="checkbox"/> Nutrition Employee <input type="checkbox"/> Audit (State or Federal) <input type="checkbox"/> Other Inquiry (Claims, Reports, Financial Reports, etc.)
Graduation Cohort <input type="checkbox"/> Administrator <input type="checkbox"/> Application Manager	TNCompass	<input type="checkbox"/> Evaluation <input type="checkbox"/> Licensure <input type="checkbox"/> Compensation
Help Desk Administrator <input type="checkbox"/> Administrator <input type="checkbox"/> Application Manager	TVAAS	<input type="checkbox"/> State User

Justification: All access must be justified. List specific job duties that require access to the requested application(s). Additional information relevant to your request should be included.

By entering my name below, I attest to the accuracy of information provided on this form. In addition, I understand that by virtue of employment with the TDOE, I may have access to confidential student and teacher data, including personally identifiable information (PII). I understand that the unauthorized disclosure of PII is prohibited by federal and state law, including the Federal Educational Rights and Privacy Act of 1974 ("FERPA"), the Tennessee Data Accessibility, Transparency and Accountability Act ("DATAA"), Individuals with Disabilities Education Act ("IDEA"), and the National School Lunch Act.

I acknowledge that I fully understand that improper disclosure of PII to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that improper disclosure of PII violates TDOE policy and could constitute just cause for disciplinary action, including termination of my employment, regardless of whether criminal or civil penalties are imposed.

Employee Name:
(First & Last Name)

The form must be submitted by applicant's supervisor.

Supervisor's Name:
(First & Last Name)

Title:

Date Form Completed:

Please send the completed form to the District Technology Service Desk at the e-mail address listed below.

dt.support@tn.gov

Version 2

Access Granted:	Access Removed:	Processor Name:	Effective Date:
Accountability			
Attendance Funding			
College & Career Readiness SharePoint			
CCMS			
Data Reports			
Discoverer			
EIS Production			
Enhanced EIS Data Entry			
eTiger			
TMAC			
Graduation Cohort			
Help Desk Administrator			
Highly Qualified Teachers			
Microsoft Dynamics CRM Ticketing System			
Microsoft Dynamics Technology Request Portal			
School Nutrition			
SDE Directory			
Security Management			
SSRS Reports			
TNCompass			
TVAAS			
TNReady Assessment Verification & Visibility Tool			
Oracle Database			

New Account User ID:

Additional Notes: