



**Application Access Form  
District & School Level Request  
Version 7.3**

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

**User Role:** (Select One)  
 District User  
 School User  
 Contractor

**First Name:**

**Last Name:**

**District Name:** \_\_\_\_\_ **District Number:** \_\_\_\_\_

**School Name:** \_\_\_\_\_ **School 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

**Teacher License Number:** (If applicable)

**Work Email Address:**

**Work Telephone Number:**

**Select one role per application request.**

<b>Accountability</b>	District User	<b>Federal Application Consolidated Tracking System (FACTS) (for historical purposes only)</b>	Inquiry User
<b>Attendance Funding</b>	District Approver (NOTARY REQUIRED ON PAGE 2) District Read Only District User (Districts with adult high schools only)	<b>Graduation Cohort</b>	District User
<b>College &amp; Career Readiness SharePoint</b>	CTE Director	<b>Microsoft Dynamics CRM Ticketing System (Help Desk Portal for Directors, EIS/SIS Supervisors, Instructional Technology Supervisors, and Technology Supervisors)</b>	District User
<b>Data Reports</b>	District User School User	<b>SchoolNet (District/School Admin Only)</b>	User
<b>District Informational Dashboard</b>	District Admin (Director of Schools Signature Required)	<b>TCAP Visibility Tool</b>	User
<b>EIS Production</b>	District User District EIS Approval ADM District EIS Error Correction User School User School EIS Error Correction User		
<b>Enhanced EIS Data Entry</b>	District User		
<b>eTiger</b>	Instructor Program of Study Read Only User (CTE Director Level)		



**Internal Tennessee Department of Education Use Only**

I hereby attest that the information on this form is accurate to the best of my knowledge. I further attest that the employee indicated above requires access to the checked application(s).

**Access Granted:**

**Access Removed:**

**Processor Name:**

**Effective Date:**

Accountability

Attendance Funding

College & Career Readiness Sharepoint

Data Reports

District Information Dashboard

EIS Production

Enhanced EIS Data Entry

eTiger

Fed. Application Consolidated Tracking

Graduation Cohort

Microsoft Dynamics CRM Ticketing

SchoolNet

TCAP VisibilityTool

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New/Current Account User ID:

Additional Notes: