

**Application Access Form
State Level Request
Version 7.4**

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	Administrator Application Manager	Graduation Cohort	Administrator Application Manager
Attendance Funding	Application Manager Read Only	Help Desk Administrator	Administrator Application Manager
College & Career Readiness SharePoint	Administrator Read Only User	Microsoft Dynamics CRM Ticketing System (Licensed Agent)	Information Systems Staff Member/Program Area Agent
Course Code Management System (CCMS)	Super User User	Microsoft Dynamics CRM Technology Request Portal	TDOE State Employee
Data Reports	Administrator Application Manager	SDE Directory	Administrator SDE Administrator
District Informational Dashboard	District Admin	Security Management	Administrator Security Administrator
Discoverer	Administrator User	SSRS Reports	Administrator Application Manager
EIS Production	Application Manager SDE Calendar Admin SDE Technical Staff	TNCompass	Evaluation Licensure Compensation
Enhanced EIS Data Entry	Administrator Application Manager	TCAP Visibility Tool	User
eTiger	Account Administrator Application Manager Content Administrator Program of Study Administrator Read Only	Training Table	Administrator Application Manager
Federal Application Consolidated Tracking System (FACTS) (for historical purposes only)	Administrator Application Manager Federal Program Manager Program of Study Administrator Super User	Center for Internet Security (CIS), Controls Self-Assessment Tool (CSAT-Pro)	System Administrator State Level Basic 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 if I have access to confidential student and teacher data, including personally identifiable information (PII), I will only use the information for the explicit purpose identified in this access request form. I understand that the unauthorized disclosure of PII is prohibited by federal and state law, including the Family 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.

Any instances of unauthorized disclosure of personally identifiable information that come to my attention must be reported to the TDOE within twenty-four (24) hours. Inappropriately releasing data from a student, teacher or other personal record, whether through negligence or intent, will be subject to potentially permanent loss of access to TDOE data and records. Any entity, agent, or individual who violates this form, whether through negligence or intent, will not have access to any TDOE student data for five years as required by FERPA. All violations will be reported to the appropriate federal and state enforcement agencies.

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

Internal Tennessee Department of Education Use Only

Access Granted:

Access Removed:

Processor Name:

Effective Date:

Accountability
Attendance Funding
College & Career
Readiness
SharePoint
CCMS
Data Reports
District Instructional
Dashboard
Discoverer
EIS Production
Enhanced EIS Data
Entry
eTiger
Federal Application
Consolidated
Tracking System
Graduation Cohort
Help Desk
Administrator
Microsoft Dynamics
CRM Ticketing
System
Microsoft Dynamics
Technology Request
Portal
SDE Directory
Security
Management
SSRS Reports
TNCompass
Training Table
TCAP Visibility
Tool
Center for Internet Security
(CIS), (CSAT-Pro)

New Account User
ID:

Additional Notes: