



Application Access Form
State Level Request
Version 7.1

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	Highly Qualified Teachers	Administrator Application Manager Region User
Course Code Management System (CCMS)	Super User User	Microsoft Dynamics CRM Ticketing System (Licensed Agent) Microsoft Dynamics CRM Technology Request Portal	Information Systems Staff Member/Program Area Agent TDOE State Employee
Data Reports	Administrator Application Manager	Performance Management Dashboard	User
District Informational Dashboard	District Admin	School Nutrition	Inquiry User
Discoverer	Administrator User	SDE Directory	Administrator SDE Administrator
EIS Production	Application Manager SDE Calendar Admin SDE Technical Staff	Security Management	Administrator Security Administrator
Enhanced EIS Data Entry	Administrator Application Manager	SSRS Reports	Administrator Application Manager
eTiger	Account Administrator Application Manager Content Administrator Program of Study Administrator Read Only	TNCompass	Evaluation Licensure Compensation
Federal Application Consolidated Tracking System (FACTS) (for historical purposes only)	Administrator Application Manager Federal Program Manager Program of Study Administrator Super User	TCAP Visibility Tool Training Table	User Administrator Application Manager

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			
Highly Qualified Teachers			
Microsoft Dynamics CRM Ticketing System			
Microsoft Dynamics Technology Request Portal			
School Nutrition			
SDE Directory			
Security Management			
SSRS Reports			
TNCompass			
Training Table			
TCAP Visibility Tool			
Performance Management (PMD)			

New Account User
ID:

Additional Notes: