



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

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.

Accountability	District User	Federal Application Consolidated Tracking System (FACTS)	Inquiry User
Attendance Funding	District Approver (NOTARY REQUIRED ON PAGE 2) District Read Only District User School Read Only School User	Graduation Cohort	District User
College & Career Readiness SharePoint	CTE Director	Local Payment Processing	Payment Requestor
Data Reports	District User School User	Microsoft Dynamics CRM Ticketing System (Help Desk Portal for Directors, EIS/SIS Supervisors, Instructional Technology Supervisors, and Technology Supervisors)	District User
EIS Production	District User District EIS Approval ADM District EIS Error Correction User School User School EIS Error Correction User	School Nutrition	District User School User
Enhanced EIS Data Entry	District User	TNReady Assessment Verification & Visibility Tool	User
eTiger	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 To The Following Application(s):

Processor Name:

Account Activation Date:

Accountability

Attendance Funding

College & Career Readiness SharePoint

Data Reports

EIS Production

Enhanced EIS Data Entry

eTiger

Federal Application Consolidated Tracking System

Graduation Cohort

Local Payment Processing

Microsoft Dynamics CRM Ticketing System

School Nutrition

TNReady Assessment Verification & Visibility Tool

New/Current Account User ID:

Additional Notes: