TN Department of Education

Application Access Form
State Level Request
Version 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		
Attendance Funding	☐ Application Manager ☐ Read Only	**Microsoft Dynamics CRM Ticketing System (Licensed Agent)**	☐ Information Systems Staff Member/Program Area Agent ☐ TDOE State Employee
College & Career Readiness Portal	☐ Administrator ☐ Read Only ☐ User	**Oracle Database**	☐ CAEISPRD ☐ CADOEPRD ☐ CARPTPRD Access Level ☐ Read ☐ Write ☐ Edit
Course Code Management System (CCMS)	☐ User	**TVAAS**	☐ State User
Data Reports	☐ Administrator ☐ Application Manager	**SDE Directory**	☐ Administrator ☐ SDE Administrator
Discoverer	☐ Administrator ☐ User	**Security Management**	☐ Administrator ☐ Security Administrator
EIS Production	☐ Application Manager ☐ SDE Calendar Admin ☐ SDE Technical Staff	**SSRS Reports**	☐ Administrator ☐ Application Manager
Enhanced EIS Data Entry	☐ Administrator ☐ Application Manager	**TCAP Visibility Tool**	☐ User
Graduation Cohort	☐ Administrator ☐ Application Manager	**TMAC**	☐ Nutrition Employee ☐ Audit (State or Federal) ☐ Other Inquiry (Claims, Reports, Financial Reports, etc.)
Help Desk Administrator	Administrator		
SWORD	Statewide Technical Staff	**TNCompass**	☐ Evaluation ☐ Licensure ☐ Compensation
Early Childhood Education (ECEDS)	ECEDS Administrator ECEDS Program Observer		

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: **Title:**
(First & Last Name)

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

Last Updated: June 15, 2022

Access Granted:	**Access Removed:**	**Processor Name:**	**Effective Date:**

Accountability

Attendance Funding

CCR Portal

CCMS

Data Reports

Discoverer

EIS Production

Enhanced EIS Data Entry

Graduation Cohort

Help Desk Administrator

Microsoft Dynamics CRM Ticketing System

SDE Directory

Security Management

SSRS Reports

TMAC

TNCompass

TVAAS

TCAP Vis Tool

Oracle Database

New Account User ID:

Additional Notes: