

## Account Request Form

- New Account
- Change Existing Account
- Delete Account

District or Building Access: \_\_\_\_\_ Date Needed: \_\_\_\_\_ (please allow one week)

\* DASL Username \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Title \_\_\_\_\_

\* DASL Users must have a valid email address: \_\_\_\_\_

E-Mail (Must be unique/Can NOT be shared)

The District Treasurer or their designee must sign all account requests:

Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 10. SIS Full – Update*</li> <li><input type="checkbox"/> 10T. SIS Full Update with Transfer             <ul style="list-style-type: none"> <li><input type="checkbox"/> 11. SIS Attendance – Block</li> <li><input type="checkbox"/> 12. SIS Fees – Block</li> <li><input type="checkbox"/> 13. SIS Registration – Block</li> <li><input type="checkbox"/> 14. SIS Scheduling – Block</li> <li><input type="checkbox"/> 15. SIS Admission History – Block</li> <li><input type="checkbox"/> 16. SIS Locker – Block</li> <li><input type="checkbox"/> 17. SIS Withdrawal – Block</li> <li><input type="checkbox"/> 18. SIS Marks – Block</li> <li><input type="checkbox"/> 19. SIS Management - Block</li> </ul> </li> <li><input type="checkbox"/> 20. SIS Full – Read Only*             <ul style="list-style-type: none"> <li><input type="checkbox"/> 21. SIS Assessment - Update</li> <li><input type="checkbox"/> 22. SIS Attendance - Update*</li> <li><input type="checkbox"/> 23. SIS Course History - Update</li> <li><input type="checkbox"/> 24. SIS Discipline - Update</li> <li><input type="checkbox"/> 25. SIS Fees - Update</li> <li><input type="checkbox"/> 26. SIS Grad Verification - Update</li> <li><input type="checkbox"/> 27. SIS Marks - Update*</li> <li><input type="checkbox"/> 28. SIS Medical – Update</li> <li><input type="checkbox"/> 29. SIS Membership - Update</li> <li><input type="checkbox"/> 30. SIS Scheduling - Update*</li> <li><input type="checkbox"/> 31. SIS Student Registration/Demo – Update</li> <li><input type="checkbox"/> 32. SIS Special Ed Record - Update*</li> <li><input type="checkbox"/> 33. SIS Gifted Record – Update</li> <li><input type="checkbox"/> 34. SIS Lockers - Update</li> </ul> </li> <li><input type="checkbox"/> 40. Nurse* - Update</li> <li><input type="checkbox"/> 41. Student Read Only</li> <li><input type="checkbox"/> 42. Course Request Entry Only - Update</li> <li><input type="checkbox"/> 43. Cafeteria Lunch Count – Read Only</li> <li><input type="checkbox"/> 44. Transportation - Update</li> <li><input type="checkbox"/> 50. EMIS Full - Update</li> <li><input type="checkbox"/> 51. EMIS Full - Read Only             <ul style="list-style-type: none"> <li><input type="checkbox"/> 52. Extra Permissions SSID Only - Update</li> <li><input type="checkbox"/> 53. Extra Permissions Student Profile Only – Update</li> <li><input type="checkbox"/> 54. Extra Permissions Free/Reduced Lunch – Update</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 60. Staff Only - Update*/**</li> <li><input type="checkbox"/> 61. Staff Only - Read Only*/**</li> <li><input type="checkbox"/> 70. Teacher Menu</li> <li><input type="checkbox"/> 80. Import/Export**</li> <li><input type="checkbox"/> 90. Security Administrator*/**</li> <li><input type="checkbox"/> Portal Administration</li> <li><input checked="" type="checkbox"/> Portal Viewing (if Portal Adm NOT checked)</li> </ul> <p>NOTES:<br/>           All Roles include EZ Query<br/>           * Requires Staff Impersonation<br/>           ** Role must be assigned at District Level</p> |
|---|---|

**OFFICE USE ONLY**  
Please DO NOT Mark in this box

- Check for/Create DASL Account
- Edit Staff Member Profile (Teacher)
- Edit Association(s) (Teacher)
- Create Group(s)
- Assign Role(s) to Group(s)
- Assign Group(s) to User
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Assign Impersonations (if applicable)

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_