

## Account Request Form

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| <input type="checkbox"/> New Account<br><input type="checkbox"/> Change Existing Account<br><input type="checkbox"/> Delete Account |
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District or Building Access: \_\_\_\_\_ Date Needed: \_\_\_\_\_ (please allow one week)

* DSL Username	First Name	Last Name	Title
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\* DASL Users must have existing DSL account including 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 \_\_\_\_\_

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| <input type="checkbox"/> 10. SIS Full – Update*<br><input type="checkbox"/> 11. SIS Attendance – Block<br><input type="checkbox"/> 12. SIS Fees – Block<br><input type="checkbox"/> 13. SIS Registration – Block<br><input type="checkbox"/> 14. SIS Scheduling – Block<br><input type="checkbox"/> 15. SIS Admission History – Block<br><input type="checkbox"/> 16. SIS Locker – Block<br><input type="checkbox"/> 17. SIS Withdrawal – Block<br><input type="checkbox"/> 18. SIS Marks – Block<br><input type="checkbox"/> 19. SIS Management - Block | <input type="checkbox"/> 61. Staff Only - Read Only*/**<br><input type="checkbox"/> 70. Teacher Menu<br><input type="checkbox"/> 80. Import/Export**<br><input type="checkbox"/> 90. Security Administrator*/**<br><input type="checkbox"/> 99. Transfer for MVCTC Use Only - Update<br><input type="checkbox"/> Portal Administration<br><input checked="" type="checkbox"/> Portal Viewing (if Portal Adm NOT checked) |
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**NOTES:**

- All Roles include EZ Query
- \* Requires Staff Impersonation
- \*\* Role must be assigned at District Level

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| <input type="checkbox"/> 20. SIS Full – Read Only*<br><input type="checkbox"/> 21. SIS Assessment - Update<br><input type="checkbox"/> 22. SIS Attendance - Update*<br><input type="checkbox"/> 23. SIS Course History - Update<br><input type="checkbox"/> 24. SIS Discipline - Update<br><input type="checkbox"/> 25. SIS Fees - Update<br><input type="checkbox"/> 26. SIS Grad Verification - Update<br><input type="checkbox"/> 27. SIS Marks - Update*<br><input type="checkbox"/> 28. SIS Medical – Update<br><input type="checkbox"/> 29. SIS Membership - Update<br><input type="checkbox"/> 30. SIS Scheduling - Update*<br><input type="checkbox"/> 31. SIS Student Registration/Demo – Update<br><input type="checkbox"/> 32. SIS Special Ed Record - Update*<br><input type="checkbox"/> 33. SIS Gifted Record – Update<br><input type="checkbox"/> 34. SIS Lockers - Update<br><br><input type="checkbox"/> 40. Nurse* - Update<br><input type="checkbox"/> 41. Student Read Only<br><input type="checkbox"/> 42. Course Request Entry Only - Update<br><input type="checkbox"/> 43. Cafeteria Lunch Count – Read Only<br><input type="checkbox"/> 44. Transportation - Update<br><input type="checkbox"/> 50. EMIS Full - Update<br><input type="checkbox"/> 51. EMIS Full - Read Only<br><input type="checkbox"/> 52. Extra Permissions SSID Only - Update<br><input type="checkbox"/> 53. Extra Permissions Student Profile Only - Update<br><br><input type="checkbox"/> 60. Staff Only - Update*/** |
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<p><b>OFFICE USE ONLY</b> Please DO NOT Mark in this box</p> <input type="checkbox"/> Check for/Create DASL Account <input type="checkbox"/> Edit Staff Member Profile (Teacher) <input type="checkbox"/> Edit Association(s) (Teacher) <input type="checkbox"/> Create Group(s) <input type="checkbox"/> Assign Role(s) to Group(s) <input type="checkbox"/> Assign Group(s) to User  <input type="checkbox"/> Assign Impersonations (if applicable)
Processed by: _____ Date: _____