OSDE Systems Access Request Form

Name: **Employee ID #:**   **Existing Username:**   **Set up user like:**

User E-mail Address: **User Status**   **Access Type**

MOU effective dates (required for non-OSDE employees):   **Start:**   **End:**

What access is needed?

I understand that the data maintained by the OSDE system is sensitive and confidential. Access to OSDE data and the release of OSDE data is governed by the Federal Family Educational Rights and Privacy Act, Oklahoma Title 51 O.S. 2001 § 24A 16, Oklahoma Title 70 O.S. § 3-160 and § 18-200.1 (E), Oklahoma Title 70 O.S. 2001 § 6-115, and Oklahoma Title 74 O.S. § 3111 (C&D) as amended. I agree that I shall not release OSDE data unless authorized to do so according to applicable laws, rules, and regulations, nor shall I access or use the information contained therein except for legitimate educational interests.

All individuals granted access to OSDE data systems must follow the rules below:

1. OSDE data systems are provided for the express purpose of conducting the business of OSDE.
2. The data systems must not be used to: engage in acts against the missions and purposes of OSDE, intimidate or harass,
degrade performance, deprive access to an OSDE resource, obtain extra resources beyond those allocated or to circumvent
OSDE computer security measures.
3. The data system must not be used for personal benefits.
4. I will NEVER allow anyone to login under my login and password.
5. I will logout of the system whenever I am not at my desk.
6. I will not store personally identifiable information on my laptop (if applicable).
7. I will shred any paperwork containing personally identifiable information.

I acknowledge that I fully understand that the release by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law.

User Signature   **Today's Date:**

Select access required. *Any elevated access requested for an application that is not managed by the office in which the requestor resides will need to be initialed by the Executive Director of that office.

Single Sign On Application Access
Completed by Data & Information Systems or User

Application View Only

Application Administrator

Executive Director, if supervisor is not data owner

Test Environment

Setup like (Type):

- If District Admin, Which District:

Production Environment

Application View Only

Application Administrator

Executive Director, if supervisor is not data owner

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Test Environment

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- If District Admin, Which District:

Production Environment

Database Access

Completed by Data & Information Systems or User

**Which Server(s) do
you require access?**

Database(s) required:

Stored Procedure access needed?

Yes   **No**

**Which Server(s) do
you require access?**

Database(s) required:

Stored Procedure access needed?

Yes   **No**

**This access request form has been reviewed by Data & Information Systems to ensure that
personnel obtain access needed to perform all job duties and functions.**

Data & Information Systems Personnel   **Date**

Supervisor's Signature   **Date**

OMES Office Use Only

Username: **Account Activation Date:**   **Act Created By:**

Databases Granted Access to: