County Access Request Form

I understand I am requesting access or to have access removed for myself or for another person for County. I will not release confidential information to others unless it is for the purposes directly connected to the program for which purpose it was originally intended. Each school is responsible for maintaining secure systems with which to access state systems to ensure the data is safeguarded. Each user must choose a strong password and secure their username and password. Usernames and passwords must never be shared or reused. Each user must agree to use the data only within the direct scope of their current employment and within the scope of the role granted, and to comply with FERPA and the OPI Student Records Confidentiality Policy.

Requester Name: Date:

User Information

Full Name: Email:

Phone: Remove User:

New User

District: Existing User:

See back of form for role definitions

ADD ROLES   **REMOVE ROLES**

	OPI ONLY ROLES	**ADD LOCATIONS** (where applicable):
CountyCoUser	CountyOPI	Statewide (OPI Only)
CountyNonLocatedCoUser	CountyOPIDistrictInformation	LE
	CountyReadOnly	CO

Authorized Representative Signature

Name: Title: Phone:

Signature: Date:

COUNTY ROLE DEFINITIONS

CountyCoUser: This role will allow the users at the county level to fully access all pages that collect information from the counties. This means they can edit/add data for any CO assigned to this role. Users: County Superintendents.

CountyNonLocatedCoUser: This role will allow the users at the county level to have read only access to all pages that collect information from the counties. They should be given this role if they are a joint county and this would be the counties where they are non-located. Users: County Superintendents.

CountyOPI: This role will allow the user to access all pages in the application except the pages only accessible by the OPIProgrammer roles. Users: OPI School Finance Staff.

CountyOPIDistrictInformation: User has access to pages collecting district election information. Users: OPI School Finance Staff.

CountyReadOnly: This role will take away the ability to change data in the database. Users: When assigned additional County role(s).

Please send completed forms to Debbie Casey at dcasey@mt.gov.