



## OPI Employee AIM Access Request

Complete the non-shaded portion and submit the form to the OPI AIM Unit Manager to establish user security rights.

Name of individual requesting access (Please Print) \_\_\_\_\_

Job title \_\_\_\_\_ Division \_\_\_\_\_

Bureau \_\_\_\_\_ Program \_\_\_\_\_

Briefly describe your primary use of the AIM system \_\_\_\_\_

### CONFIDENTIALITY/CONSENT STATEMENT (To be read and signed by the individual requesting access)

I certify that I am entitled to the confidential information to which I am requesting access. I will not release the confidential information to others unless it is for purposes directly connected to the administration of the program for the purposes it was originally provided. Intentional violations of the OPI Student Records Confidentiality Policy may result in formal disciplinary action, up to and including termination, denial of access to sensitive data, and revocation of network access privileges. I understand my account will be disabled after 90 days of inactivity. I have read and signed, where applicable, the OPI Network Acceptable Use Policy, the OPI Student Records Confidentiality Policy, the OPI Employee Confidentiality Agreement, and the State of Montana's Computer Use Policies, and I agree to comply with all terms and conditions.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Division Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

*This section to be completed by the OPI AIM Unit Manager in consultation with the employee.*

### **AIM/INFINITE CAMPUS APPLICATION STATE-LEVEL ACCESS USER GROUPS**

- AdHocGrp OPI Filter Share**—Rights to collect and share ad hoc reports to members in the OPI Filter Share ad hoc user group.
- AdHocGrp Pending State Published Filter Share**—Rights to share ad hoc reports to members in the Pending State Published Filter Share ad hoc user group.
- Ad Hoc Reporting**—Rights to create, edit, and delete ad hoc reports; rights to export data from ad hoc reports; and rights to all calendars within AIM.
- Combine and Split Records**—Individual rights to combine duplicate student records; group rights to split student records that were erroneously combined; and rights to all calendars within AIM.
- District Assistance RW (Read/Write)**—Rights to modify specific student information (census, enrollment, and state reporting data elements) to assist districts with data entry and clean up; rights to view enrollment special education status; and rights to all calendars. Does not allow rights to view special education data, forms or IEP.
- District Assistance RWAD (Read/Write/Add/Delete)**—Rights to enter, modify, and delete a student record (census, enrollment, and state reporting data elements) to assist districts with data entry and clean up; rights to all calendars and all student information; rights to data certification and data validation. Does not allow rights to update or view special education data, forms or IEP.
- Flags RWAD (Read/Write/Add/Delete)**—Rights to create and modify flags and rights to all calendars in AIM.
- Foster Care RWAD (Read/Write/Add/Delete)**—Rights to create and modify student foster care information and rights to all calendars in AIM.
- Migrant RWAD (Read/Write/Add/Delete)**—Rights to modify student migrant information and rights to all calendars within AIM.
- Special Ed Data R (Read only)**—Rights to read special education data (summary, team members, documents, contact log) and rights to all calendars.
- State Reported Data R (Read only)**—Rights to read specific student information (census, enrollment, behavior, Data Integrity tools, and state reporting tools) and rights to all calendars. Does not allow rights to special education information or database/system administrator tools.
- State Special Ed Reporting**—All rights to special education information & database/system administrator tools and rights to all calendars.

### **AIM/INFINITE CAMPUS APPLICATION STATE-LEVEL PRODUCT SECURITY ROLE ASSIGNMENTS**

- Student Information System**—Gives user all tool rights and all calendar rights except the Combine Person tool right.

### **AIM/INFINITE CAMPUS APPLICATION BACK-END DATABASE ACCESS**

- Using SQL**—Allows user access to read-only ODBC connection to all AIM state-level databases, including AIM Production, AIM Live and AIM Snapshots.
- Using Microsoft Access**—Allows user access to AIM Snapshots and AIM Live student-level data and reports through Microsoft Access.

### **AIM/INFINITE CAMPUS APPLICATION DISTRICT-LEVEL ACCESS USER ROLES**

- General Education Production Sites**—Allows user access to district-level production databases. Depending on rights granted by the district, the user could be able to read, modify and delete all data within the database. This right should only be granted for properly trained OPI staff providing district level assistance for users of AIM/Infinite Campus general education or special education.
- General Education Testing and Training Sites**—Allows user full access to testing and training district-level databases.
- Special Education Monitors Production Sites**—Allows user read-only access to review district-level special education data for monitoring requirements under IDEA.
- Special Education Testing and Training Sites**—Allows user full access to testing and training district-level databases.

I hereby grant access to the AIM system, as indicated by the above-checked boxes, to the OPI employee requesting such access.

OPI AIM Unit Manager Signature \_\_\_\_\_ Date \_\_\_\_\_