



School Finance Access Request Form

I understand I am requesting access or to have access removed for myself or for another person for School Finance applications. 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.

Send completed forms to OPISchoolFinance@mt.gov

User Information

Full Name: _____ Email: _____

Phone: _____ Title: _____ ☐ Remove User: _____

District/County: _____ ☐ New User ☐ Existing User: _____

☐ ADD ROLES

☐ REMOVE ROLES

See back of form for role definitions

MAEFAIRS

MaefairsCompensationExpenditure

MaefairsDistrictBudget

MaefairsDistrictEnrollment

MaefairsDistrictTFS

☐ MaefairsDistrictTuition(Schools)

MaefairsFacilityTuition(nonSchool)

MaefairsCounty (ReadOnly)

MaefairsReadOnly

Transportation (1 user per district)

TransportationBus

TransportationIndividualContract

TransportationCounty

TransportationReadOnly

Contacts (For Clerks Only) (1 user per district)

ContactsUser

School
System
Number _____

County

CountyCoUser

CO _____

CountyNonLocatedCOUser
(Read Only)

CO _____

Authorized Representative Signature

Name: _____ Title: _____ Phone: _____

Signature: _____ Date: _____

FOR OPI USE ONLY:

Requester Name: _____ Date: _____

MAEFAIRS ROLES DEFINITIONS

MAEFAIRSCompensationExpenditures: User has access to compensation expenditure screens and reports. Users: District Staff. LE must be assigned to the UserName.

MaefairsDistrictBudget: This role will allow the user to access budget pages to enter data. Users: In the Field.

MaefairsDistrictEnrollment: This role will allow the user to access student count for ANB pages to import and submit data collected from AIM. Users: In the Field.

MaefairsDistrictTFS: This role will allow the user to access TFS pages to enter data. Users: In the Field.

MaefairsDistrictTuition: This role will allow the user to access tuition pages to enter data for Schools. Users: In the Field.

MaefairsFacilityTuition: This role will allow the user to access tuition pages to enter data for NonSchools. Users: In the Field.

MaefairCounty: User has read-only rights to all district areas in their county. Users: County Superintendents. CO must be assigned to the UserName.

MaefairsReadOnly: This role is given in addition to other role(s) and limits the user to read-only access. This role takes away any control on a page that would allow the user to change the stored data in any way. Users: When assigned additional Maefairs role(s).

TRANSPORTATION ROLES DEFINITIONS

TransportationBus: This role will allow the user to access all bus, bus driver and bus route screens and reports. The user will only have access to information for SS's assigned to them. Users: District Users and Bus Contractors.

TransportationIndividualContract: This role will allow the user to access all individual contract pages and reports. The user will only have access to information for SS's assigned to them. Users: District Users.

TransportationCounty: This role will allow the user to access county pages used to approve SS information and the individual contract screen. Users: County Superintendents.

TransportationReadOnly: This role does not grant access to any pages. The user assigned this role must be assigned an additional role(s) to access pages. Users: OPI School Finance Staff.

CONTACTS ROLES DEFINITIONS

If School System (SS) is assigned with this role: the user can update the Superintendent, District Clerk, Board Chairman and System Testing Coordinator for the SS. This role also allows the user to update the Principal and Supervising Teacher information for every school within that school system.