



# 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](mailto: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

MaefairsCompensationExpendture

MaefairsDistrictBudget

MaefairsDistrictEnrollment

MaefairsDistrictTFS

MaefairsTuition

MaefairsCounty (ReadOnly)

MaefairsReadOnly

### Transportation

TransportationBus

TransportationIndividualContract

TransportationCounty

TransportationReadOnly

### Contacts (For Clerks Only)

ContactsUser

SS \_\_\_\_\_

### 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. 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.

TransportationIndividualContact: 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.