

SCHOOL OFFICE/ADMIN/CENTRAL OFFICE STAFF SIS ACCOUNT REQUEST FORM

STEP 1: FILL OUT COMPLETELY AND SIGN				
PPS EMPLOYEE ID#	LAST NAME	FIRST NAME	MI	WORK PHONE #
PREVIOUS NAME [FOR USER NAME CHANGES ONLY]		PREVIOUS SCHOOL(S) /DEPARTMENT(S) [FOR THOSE MOVING TO A NEW LOCATION ONLY]		
CURRENT SCHOOL(S) / DEPARTMENT(S) – If multiple locations, please list all		JOB TITLE		
WORK EMAIL ADDRESS (REQUIRED) *		*Note to PPS Employees: To obtain an email account, go to the PPS intranet site at: http://www.pps.k12.or.us/departments/information-technology/1247.htm . Fax to x63162 or Pony: BESC, IT Dept attn: IT Accounts		

STEP 2: CHECK APPLICATION(S) BELOW. NOTE: Depending on your job description, you may be required to take online training before receiving an account. Instructions will be sent to the work email listed above.						
<input checked="" type="checkbox"/>	APPLICATIONS DESCRIPTIONS	NEW ACCOUNT	NAME CHANGE	JOB/POSITION CHANGE	LOCATION CHANGE	MODIFY SECURITY**
<input type="checkbox"/>	Autodialer: Calls families when students are absent. Office staff can view daily call logs, contact info, retrieve parent messages and add phone numbers to the school do not call list.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Certify: System notifies users via email if certain data "rules" are broken. Users use this information for data clean up purposes in eSIS and other applications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	eSIS: Stores basic student demographics, grading, attendance data, incident information and more.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If your job requires you to input grades and attendance, you will need a classroom teacher account, which is separate from a school office account. Check only if applicable (e.g. counselors or school staff with TAs).	<input type="checkbox"/>	N/A	N/A	N/A	N/A
<input type="checkbox"/>	OR SPED: Access to input IEPs and view SPED data.	<input type="checkbox"/>	N/A	N/A	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Gradebook (HS only): EdBox gradebook for high school teacher assignments and grading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Online Syllabus (Admin only): View, and approve published online course syllabi.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	**Modification Being Requested: (e.g. need eSIS discipline update access)_____					

STEP 3: SUPERVISOR APPROVAL		
SUPERVISOR NAME PRINTED	SUPERVISOR SIGNATURE	SUPERVISOR EMAIL ADDRESS
	X	

STEP 4: EMPLOYEE CONSENT & SIGNATURE	
I acknowledge that student information is confidential, and I will not inappropriately use or discuss said information. I will keep my account password(s) secure and not allow anyone else to use it. I will lock my access, or log out when I am not using the system(s). I understand that if I fail to abide by these laws and policies my privileges to the system may be suspended or revoked and appropriate disciplinary or legal action may be taken.	
EMPLOYEE SIGNATURE	DATE
X	

To avoid confusion and delay, either submit the form via fax: 503.916.3162, OR pony it to the BESC, L1, attn: SIS Support, not both