MohawkRIC

Serving BOCES:
Herkimer-Fulton-Hamilton-Otsego
Jefferson-Lewis-Hamilton-Herkimer-Oneida
Madison-Oneida
Oneida-Herkimer-Madison

Level 0/ASAP User Authorization Form

User District _____ ☐ **Remove User**

User Name _____ **Phone Number:** _____

Email _____

	Please circle Level	* District_CIO can add/manage all district Level 0 user accounts, except District CIO Level 0 accounts -- usually limited to 1 per district.	**ASAP User Access Rights**			
	New Level		**Regents Only**	**NYSITELL Only**	**Regents & NYSITELL**	**None**
Student Security Level:	District_CIO | District_User		☐	☐	☐	☐
HR Security Level:	District_CIO | District_User					
Allow FRPL Access:	Yes | No					

Please circle Entitlement

Student:	New Entitlement:			
Assess/Acc/Mod	No Access	Read	Write	Upload
Assessment	No Access	Read	Write	Upload
Course	No Access	Read	Write	Upload
Course/Instr/Assign	No Access	Read	Write	Upload
Day Calendar	No Access	Read	Write	Upload
Demographics	No Access	Read	Write	Upload
Enrollment	No Access	Read	Write	Upload
Location Marking Period	No Access	Read	Write	Upload
Program Fact	No Access	Read	Write	Upload
SE Event	No Access	Read	Write	Upload
SE Snapshot	No Access	Read	Write	Upload
Student Attend Codes	No Access	Read	Write	Upload
Stu/Class/Entry/Exit	No Access	Read	Write	Upload
Stu/Class/Gr/Detail	No Access	Read	Write	Upload
Stu/Daily/Attend	No Access	Read	Write	Upload
Student Digital Resources	No Access	Read	Write	Upload

** HR/Staff:	New Entitlement:			
Staff Assignment	No Access	Read	Write	Upload
Staff Attend Codes	No Access	Read	Write	Upload
Staff Attendance	No Access	Read	Write	Upload
Staff Evaluation	No Access	Read	Write	Upload
Staff Snapshot	No Access	Read	Write	Upload
Staff Tenure	No Access	Read	Write	Upload

** **All HR Staff Accounts must be authorized/signed by Superintendent**

Authorized by: _____

Print Name: Superintendent (HR/Staff and Student) or District Data Coordinator (Student only)

Signature: _____ **Date:** _____

Please return to: Mohawk Regional Information Center   Attn: Data Readiness
4937 Spring Road, Verona, NY 13478-0168 or Fax: (315) 361-5845