

AFTER COMPLETION, THIS FORM IS STRICTLY CONFIDENTIAL

**Security Form – Level 0 Access to Staff Data
Western New York Regional Information Center**

This form is used to establish administrative access to functionality within the WNYRIC Level 0 Application for importing, inputting, viewing and confirming the readiness for NYSED data collection of confidential staff data for a Local Education Agency. An LEA is a public school district, BOCES or charter school or non-public school in New York State. This type of access in Level 0 is equivalent to the designated district data coordinator for a given LEA.

The DDC level of access also includes the functionality to create additional Level 0 users from his/her LEA. The DDC can limit the level of access for these users.

Access to Staff data in Level 0 should be restricted to a limited number of administrative personnel normally authorized to view this data in your LEA's applications. This may include your District Data Coordinator.

The user will be provided access to staff data as indicated in section C of this form. This can include access to staff snapshot data which has salary information, staff evaluation data, staff tenure and staff attendance data.

Instructions:

1. The requestor should complete Part A of the form **on-line**, print the form, review Parts B and C and sign in the space provided at the end of Part C for Authorized User.
2. The designated district data coordinator should review the form, sign Part D and secure the signature of the district superintendent, charter school administrator or BOCES Superintendent. This is required even if the requestor is the district data coordinator.
3. **Once the form is complete with all required signatures, please scan the form and e-mail it to the WNYRIC Data Warehouse Team at dataview@e1b.org.** Please indicate "Level 0 Security and your LEA name" in the subject line of the e-mail.
4. Upon receipt of the signed form, WNYRIC will review the form for completeness and establish access. The requestor and/or the DDC will be notified when this has occurred. WNYRIC requires two (2) business days after the form is received to establish access. This assumes there is no need to request additional information.

For assistance with this form, please contact the Western New York Regional Information Center Data Warehouse Support Team at dataview@e1b.org.

PART A - Authorized User Request

Complete this section to identify the LEA user who will be authorized with access to Level 0 staff data and security permissions equal to that of a District Data Coordinator. This user will also have the security to create additional users with access to staff data as needed.

School District / Agency: _____ BEDSCODE _____

Last Name: _____ First Name: _____ Middle Initial: _____

School Telephone #: _____ Building: _____

Position Title: _____

School Address: _____ City: _____ Zip Code: _____

School Email Address: _____

Please provide access to (check all that apply):

- Staff Snapshot Data (includes salary data) _____
- Staff Tenure Data _____
- Staff Assignment Data (part of TSDL and PMF data collections) _____
- Staff Evaluation Data _____
- Staff Attendance Data _____

PART B - USER ID and Password

USER ID: Each authorized user of the system chooses a unique sign-on identification (USERID) up to 25 characters long. Please use the space below to do so. If you already have a Level 0 user ID, please enter your existing user ID.

Level 0 USER ID (5–25 char.) _____

(This userid must be in the form of your name, i.e. JSMITH, JOHNSMITH, JOHNCSMITH, etc)

PASSWORD: For new users, WNYRIC will assign a temporary password. This PASSWORD is the information that allows a user, and only that user, to use the USERID and the level of access associated with it. WNYRIC will advise the requestor once the user ID and temporary password are established. If the requestor has an existing Level 0 user ID and password, WNYRIC will advise the requestor of this as well.

- The new user will be responsible for changing the temporary password to one of the user's creation upon accessing the Level 0 application.

- Passwords are changed on-line within the application. Passwords need to be between 6 and 15 characters and are alphanumeric. They are case sensitive.
- Passwords are required to be changed at least every 6 months effective July 1, 2016. Password changes will be required on July 1 and January 1 of a given school year.
- If a password is lost, forgotten, or stolen, contact the WNYRIC DW Team at dataview@e1b.org.

PART C: ACCEPTABLE USE OF the LEVEL 0 Application:

As a user of the WNYRIC LEVEL 0 application with access to staff data, I agree not to:

1. Violate the property rights and copyrights in data and software applications.
2. Obtain unauthorized access to and use of an account, data, files and the network facilities, or use of such facilities for purposes other than those intended.
3. Obtain unauthorized access to and use of an account or any information contained in a Level 0 staff data file or the network facilities for personal or private gain.
4. Access or use files or data containing personally identifiable education records without proper authorization.
5. Disclose, without proper authorization, the contents of any database or file containing personally identifiable information from the education records of students.

Any person who engages in unauthorized or unacceptable use of the Level 0 Application may be subject to disciplinary and/or legal action as appropriate. Erie 1 BOCES reserves the right immediately to suspend or terminate use by any authorized user for a violation of the Level 0 Application Use Policy. The undersigned acknowledges that he/she has read the foregoing Level 0 Application Acceptable Use Policy and agrees that his/her use of the Level 0 Application will be consistent with the requirements of this policy and all applicable laws and regulations.

Authorized User Signature _____ **Date:** _____

Part D: As the authorized user of the Staff functions indicated above in Part C, I understand I am responsible for confirming this staff data in the Level 0 Application is ready for submission prior to export to the WNYRIC Level 1 Data Warehouse.

Authorized User Signature _____ **Date:** _____

DDC/CIO Signature _____ **Date:** _____

Superintendent's Signature _____ **Date:** _____