



Metropolitan Educational Council – Data Center  
Account Authorization Form

Date Submitted \_\_\_\_\_

Current User Name \_\_\_\_\_

Employee Name (print) \_\_\_\_\_

District (print) \_\_\_\_\_

Building (print) \_\_\_\_\_

The district email address for the employee listed above. (print) \_\_\_\_\_

↩ Email will be forwarded to this address.

Check here to refuse email to this account.

Contact Phone Number \_\_\_\_\_

New Account     Change Existing Access Level     Renew Account (no change)     Delete Account

On the list below, please circle Read Only (RO), Full, and/or Group Manager (GM) to the right of all software options that apply for this account request.

Access levels: RO = Read Only    Full = Update All    GM = Group Manager

USAS Accounts Receivable	RO	Full	GM
USAS Accounting	RO	Full	GM
USAS Requisitions Only	RO		
EIS Equipment Inventory	RO	Full	GM
USAS Monthly CD	RO		
USPS Attendance Only		Full	
USPS Attendance - USPSWeb	RO	Full	
USPS Date - USPSWeb	RO	Full	
USPS EMIS Entry –USPSWeb	RO	Full	
USPS Payroll	RO	Full	GM
USPS Payroll Personnel	RO	Full	GM
USPS Payroll CD	RO		
SSWAT/USASDW	RO		
FiscWeb			
WEBGAAP	RO	Full	

EMIS District Coordinator			GM
EMIS-R / Data Collector*			GM
EMIS Reports on the Web**	RO		
EMIS Contact	RO		

\* Recommended for EMIS District Coordinator Only

\*\* EMIS reports returned from ODE after submission

Student Software (all areas)	RO	Full	
Student Security Admin***			GM
Student Registration	RO	Full	
Student Attendance	RO	Full	
Student Discipline	RO	Full	
Student Fees	RO	Full	
Student Grade Reporting	RO	Full	
Student Medical Info	RO	Full	
Student Proficiency	RO	Full	
Student Free/Reduced Lunch	RO	Full	
Student SSID	RO	Full	

\*\*\* Administrates all security features for the building/district.

Special Instructions:  
\_\_\_\_\_

**AUTHORIZATION**

If you are requesting access for **Student Services/EMIS**, there must be a signature from the Superintendent (or Official Designee) of the district. If you are requesting access for **Fiscal Services**, there must be a signature from the Treasurer (or Official Designee) of the district.

Treasurer's Name & Email Address (please print): \_\_\_\_\_

Treasurer's Signature \_\_\_\_\_

Superintendent's Name & Email Address (please print): \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_

Official Designee (please print): \_\_\_\_\_ Signature \_\_\_\_\_

MEC USE ONLY

Revised 09/20/2011

Username Assigned \_\_\_\_\_

Entered/Modified By \_\_\_\_\_

Date \_\_\_\_\_