



Metropolitan Educational Council – Data Center

INSTRUCTIONS FOR COMPLETING THE ACCOUNT APPLICATION

Employee Name	Print your first and last name.	Date Submitted	Date the form was submitted.
District	Print the name of your school district.	Current User Name	Current Username if not new account.
Building	Print the name of your building.		
District Email	Print the employee's district email address. Email that arrives at MEC for this account will be forwarded to the employee's district email address. It is recommended that school related email not be forwarded to "public" email systems such as Yahoo, Google, and Hotmail.		
Refuse Email Box	If you check this box, email will be refused for the MEC account and no messages will be forwarded to the employee's district email account. This option may not be available to you depending on your account type and its requirements to receive email from the Ohio Department of Education.		
Type of Request	Check one of the options: <i>New Account</i> – Account does not currently exist. <i>Change Existing Access Level</i> – Update the access level on an existing account. If you need to alter the name/owner information, you will need to submit a delete request and a new account request. <i>Renew Account (no change)</i> – authorize account for another year with no changes. <i>Delete Account</i> – Remove the account and permanently delete all associated email and data files.		
Access Levels	<i>New Account</i> , circle the appropriate level of access that this user will need. If the software does not apply to this user, do not circle anything. <i>Change Existing Access Level</i> circle the appropriate level of access that this user will need. X out any level that the user currently has that you want to revoke. <i>Renew (no change)</i> , do not circle any access level items. <i>Delete Account</i> , do not circle any access level items. If the user being deleted had access to the main account for fiscal services, remember to reset the account password.		
Special Instructions:	Use this box to write any comments or unusual configurations not covered by this form. If you need a mass creation of accounts that have similar access requirements, you may submit the information in a spreadsheet, or comma /tab delimited text file. You must however submit a signed Account Authorization form and indicate the filename in the Special Instructions box. Please also print out your spreadsheet, sign and date it.		
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. All other requests can be authorized by the district's department head.		

Please keep a copy of the form for your records.