

HCC

1007 Cottonwood Drive, Loveland Ohio 45140

Phone: (513)728-7997 Fax: (513)931-7202 or email to accessforms@hccanet.org

**STUDENT SERVICES
USER ACCESS REQUEST FORM**

Request Date: _____

Type of Request: New User Modify Existing User Delete Existing User

Login User Name _____

First Name _____ Last Name (Please Print) _____

User Name _____ Job Title _____

District _____ School/Building _____

Telephone # _____ Email Address _____

By my signature, I accept the policies and procedures of HCC. Last four digits of Social Security Number are required to receive your password.

User Signature _____ Last Four Digits SSN# _____

Superintendent Signature _____ Date _____

DASL --- DASL accounts are maintained via CA Unicenter Help Desk ONLY. DASL administrators may request DASL security roles.
 PROGRESS BOOK --- Progress Book accounts are maintained via CA Unicenter Help Desk ONLY. Progress Book administrators may request security roles for the teacher gradebook. Special Education supervisors may request security roles for the SpS module.
 EMIS-R --- EMIS-R accounts (LEA collector, LEA Submitter, LEA reviewer) may be requested on a separate form and must be approved by the district Superintendent.

EMIS (check all that apply)

ODE EMIS Web Reports -- Reports received from ODE (no SSID/name link)

SSID Web Reports (SECURE) – Reports containing student name and SSID

EMIS Coordinator – Person responsible for coordination and submission of EMIS data to ODE

EMIS Flat File Editor Role – Ability to create EMIS data files not in USPS or DASL for submission to ODE

SSID Administrator – Person who requests SSID numbers for students from IBM

D3A2 -- Data analysis tool for districts

EMIS Web -- Viewing historical EMIS data

HCC USE ONLY:

USERNAME: _____

ENTERED BY: _____

DATE: _____

DISTRICT CODE: _____

Comments: _____