



## Data Warehouse Application for User Account(s)

**Level 0** — is the application used by Non-SIS districts to create and edit data for export to the Level 1 Data Warehouse. This application is for an employee of a school district/BOCES requesting an individual account for access to the Level 0 website hosted by the CNY Regional Information Center. ONE application is required for each applicant and access will be provided by the CNYRIC staff. A user designated as District CIO (by permission of the Superintendent) may designate/provision other District-users within a district, and provide them the ability to perform the Staff Evaluation tasks in the H.R. module.

\* **Last Name:** \_\_\_\_\_ \* **First Name:** \_\_\_\_\_ **MI:** \_\_\_\_\_

\* **Title/Position:** \_\_\_\_\_

\* **District:** \_\_\_\_\_ \* **Building:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Street

City/Town

State

Zip

\* **Office Phone #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

\* **Email:** \_\_\_\_\_

### \* Required Information

Check if you already have a CNYRIC user account granting access to one of the following:

**Cognos**     **Student (SIS)**     **Financial (MUNIS, WinCap) system(s)**

If any of the above are checked, please provide your User ID: \_\_\_\_\_

\* **User Type:**     **Student District User\*\***     **HR District User\*\***

**A.S.A.P. User (Read only)**     **RIC Staff**

\*\* Both types of District Users can be checked for an individual user

#### Student District User:

All Student templates

None  R  W  L  U

#### OR pick individual Student templates:

Accommodation  R  W  L  U

Assessment  R  W  L  U

Credit GPA  R  W  L  U

Daily Attendance  R  W  L  U

Day Calendar  R  W  L  U

Demographics  R  W  L  U

Enrollment  R  W  L  U

Grade Detail  R  W  L  U

Program Fact  R  W  L  U

SE Event  R  W  L  U

SE Snapshot  R  W  L  U

Staff/Stu/Crse  R  W  L  U

#### Student Express:

All Student Express templates

None  R  W  L  U

#### OR pick individual Student Express template

Course  R  W  L  U

Location Marking Period  R  W  L  U

Student Attend. Codes  R  W  L  U

#### HR Staff Evaluation District User:

All HR templates  None  R  W  L  U

#### OR pick individual HR templates:

Staff Assignment  R  W  L  U

Staff Attend. Codes  R  W  L  U

Staff Attendance  R  W  L  U

Staff Evaluation  R  W  L  U

Staff Snapshot  R  W  L  U

Staff Tenure  R  W  L  U

*None=NoAccess R=Read, W=Write data, L=Lock data for submission, U=Upload to Level 1*



### Statement of Acceptable Use

As a user of the Level 0 website hosted by CNYRIC at OCM BOCES, I agree NOT to:

- Share my Level 0 User ID and Password.
- Violate the proprietary rights and copyrights in data and computer programs.
- Destroy or damage other users' data or programs.
- Obtain unauthorized access to a user account and/or use the website for purposes other than those to which I am permitted.
- Obtain unauthorized access to the use of an account and/or the website for personal or private gain.
- Read or use private files/data without proper authorization.
- Reveal the contents of any database housing personal and confidential information.
- Attempt, without authorization, to modify computer hardware or system software.
- Use the Level 0 website for slanderous, abusive, intimidating, or otherwise offensive messages.
- Use the Level 0 website to transmit unsolicited, non-related messages.
- Use another person's name to send or receive messages.
- Submit content to the Level 0 website that contains improper language.
- Submit content to the Level 0 website that contains information or material that is dangerous or illegal.

The CNYRIC reserves the right to disable or remove any Level 0 website account that is found to be in violation of the Acceptable Use Guidelines.

*When there is any indication of unauthorized use of the Level 0 websites, or any other action which interferes with the proper functioning of the system or infringes on the rights of the other users, the OCM BOCES, or other appropriate agency will be authorized to investigate. Unethical or irresponsible use of the system will be referred to the appropriate authorities for disciplinary or legal action. System users have a responsibility to maintain the integrity of the system and to use it only in an authorized and appropriate manner.*

**The Applicant and the Chief Administrator (or Designee) must sign this application below.**

Signatures below imply agreement with all of the provisions indicated under the Statement of Acceptable Use.

\* **Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Signature

\* **Chief School Administrator (or Designee):** \_\_\_\_\_  
Print Name

\* **Chief School Administrator (or Designee):** \_\_\_\_\_  
Signature

A User ID (if new) & Password will be assigned by the CNYRIC once an originally completed and signed application is received. **Please return to Jeremy Dodds, CNYRIC (FAX: 315-433-2221).**