cnyric
Connecting Education

BARS on the Web
Application for District Data Administrator Account

This application is for an employee of an LEA requesting District Data Administrator account for access to the BOCES Assessment Reporting System (BARS) website hosted by the CNY Regional Information Center. ONE application is required for each applicant.

District Data Administrators are responsible for management of all users within their District. It is not the responsibility of the CNYRIC or OCM BOCES to ensure that accounts are created or deleted at the appropriate time for any user District user.

*Last Name: _____ ***First Name:** _____ **MI:** _____

Title/Position: _____ *** Email:** _____

*District: _____ *** Building:** _____

Address: _____
                Street   City/Town   State   Zip

*Office Phone #: _____ **FAX #:** _____

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

__ **Cognos**   __ **Level 0**   __ **Student (SchoolTool)**   __ **Financial (MUNIS, WinCap) system(s)**

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

The following roles are available for additional user accounts that can be created by the District Data Administrator.

Capabilities are determined by role.						
Role	**Create/ Modify/ Remove Accounts**	**Student Re-sort Import/ Delete**	**District User Report**	**Rollover Teacher Rooms**	**Relocate Students**	**Create/Modify/ Remove Accounts For:**
District Data Administrators	Yes	Yes/Yes	Yes	Yes	No	DDA, Bldg, Tchr
Building Administrators	No	No/No	No	No	No	
Teachers	No	No/No	No	No	No	
Special Ed	No	No/No	No	No	Yes	
SDE (Shared Data Expert)	No	Yes/Yes	No	No	No	
BETAC ** (Bilingual English as a Second Language Technical Assistance Center)	No	No/No	No	No	No	

** Access to NYSESLAT reports only.

*Required Information

Statement of Acceptable Use

Please note, by accessing the system and reports of the BARS website hosted by CNYRIC at OCM BOCES, you are acknowledging that you have read, understood, and will comply with the following statement.

I acknowledge that it is my responsibility with access to PII, private or confidential information to do the following:

- I will take all reasonable precautions to prevent unauthorized access to passwords, user identifications, or other information that may be used to access the BARS website.
- I will not access any restricted information if such access is not required to perform my job.
- I will not disclose any information I access to those not authorized to receive it.
- I will use all reasonable efforts to protect confidential information from unauthorized or unlawful disclosure.
- I will seek guidance from my Superintendent, CEO, District Data Coordinator or my Regional Information Center whenever I am unsure of the correct decision regarding use, confidentiality, or access, and will do so BEFORE I take any action to release potentially sensitive information.
- I will not attempt to access, alter, change, modify, add, or delete from any record, report, or information system including audit trails and logs outside of the scope of my job responsibilities.
- I will immediately report any incidents of personal non-compliance or the non-compliance of colleagues with the terms of this standard to my District Data Coordinator, Superintendent or CEO.

The CNYRIC will not tolerate illegal, dishonest, improper, or irresponsible use of privileged access to information to which users may have been granted. Failure to do so will result in loss of access privileges and may result in further administrative action.

The Applicant and the Chief Administrator (or BARS Trusted Agent) 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 BARS Trusted Agent): _____
Print Name

*Chief School Administrator
(or BARS Trusted Agent): _____
Signature

A BARS website User ID (if new) & Password will be assigned by the CNYRIC once an originally completed and signed application is received.

Completed forms should be faxed to Jeremy Dodds at 315-433-2221 or scanned and emailed to edssupport@cnyric.org.

*Required Information