cnyric
Connecting Education

Data Warehouse Application for Level 0 and ASAP User Account

Level 0 - is the system used to create and edit data for export to the Level 1 Data Warehouse.

ASAP - is the system used to access score data for Regents and NYSITELL testing.

This application is for an employee of an LEA requesting an individual account for access to the Level 0 or ASAP system hosted by the CNY Regional Information Center. One application is required for each applicant and access will be provided by CNYRIC staff. The LEA's CEO or a designated Trusted Agent must authorize access by completing the back of the form.

*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 (SchoolTool)**   **__ Financial (MUNIS, WinCap) system(s)**

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

*User Type(s):

Student District User:		ASAP User (Read only):

Student District User:

All Student templates
    __None __R __W __U***
OR pick individual Student templates:

Assess/Acc/Mod	__R __W __U	
Assessment	__R __W __U	
Course	__R __W __U	
Course/Instr/Assign	__R __W __U	
Day Calendar	__R __W __U	
Demographics	__R __W __U	
Enrollment	__R __W __U	
Location M.P.	__R __W __U	
Partner Project Fact	__R __W __U	
Program Fact	__R __W __U	
SE Event	__R __W __U	
SE Snapshot	__R __W __U	
Stu/Attend/Codes	__R __W __U	
Stu/Class/Entry/Exit	__R __W __U	
Stu/Class/Gr/Detail	__R __W __U	
Stu/Credit/GPA	__R __W __U	
Stu/Daily/Attend	__R __W __U	
Stu Digital Resources	__R __W __U	

ASAP User (Read only):

(choose one) ___ Regents ___NYSITELL ___All

HR District User:

All HR templates
    __None __R __W __U***
OR pick individual HR templates:

Staff Assignment	__R __W __U
Staff Attend. Codes	__R __W __U
Staff Attendance	__R __W __U
Staff Evaluation	__R __W __U
Staff Snapshot	__R __W __U
Staff Tenure Snapshot	__R __W __U

*** Each level includes those to its left (W includes R, U includes R, W)

None=No Access R=Read, W=Write data, U=Upload to Level 1

Statement of Acceptable Use

Please note, by accessing the system and reports of the Level 0 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 Level 0 and ASAP systems.
- 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 Level 0 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 Level 0 Trusted Agent): _____
                                                      Print Name

*****Chief School Administrator**
     (or Level 0 Trusted Agent): _____
                                                      Signature

A 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**