MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF LEARNING SERVICES - OFFICE OF DATA SYSTEM MANAGEMENT

WEB SYSTEMS USER ID REQUEST – PUBLIC

LOCAL EDUCATIONAL AGENCY (LEA) NAME | COUNTY-DISTRICT CODE

| INSTRUCTIONS |

For the individual being given access to the LEA Web Applications, provide the LEA name and county-district code, the user’s first and last name, date of birth, mother’s maiden name, and email address. This information is necessary to process the application and to verify the individual’s identity.

**Roles:** Select a 1, 2, or 3, or in the box, place a check mark ☑ to indicate the level of access that is needed to be established for the individual named below; 1 = View Only, 2 = Data Entry (cannot submit), 3 = Authorized Representative (allows you to view, enter data, and submit/approve data). By placing a check mark ☑ in items that require levels of access, you will be given the only option available for that access. The district PIN code is required if granting access to Personally Identifiable Information (PII).

The designated User Manager for the district/agency can make additions/changes for staff members to permit them to perform the functions described. Submit this form to the district/agency User Manager (contact the superintendent’s office to identify this individual). If the User Manager is unable to make these changes, then fax this form to 573-526-4125, or email this form (with the appropriate signatures) to webappsloginassistance@dese.mo.gov. District User Managers may wish to use this form and keep copies for their records. Do not send copies of this form to the Department of Elementary and Secondary Education (DESE) if they have been processed in the district.

**QUESTIONS:** Contact the Office of Data System Management at 573-522-3207 or dsm@dese.mo.gov. By providing a security PIN code you have enabled the ability to grant access to confidential information including individual student information contained in the Missouri Department of Elementary and Secondary Education’s data systems. These data are protected by state and federal laws and must be maintained in a confidential manner at all times.

**CONFIDENTIALITY AGREEMENT:** Employees of local school districts or the Missouri Department of Elementary and Secondary Education that have access to confidential data are required to maintain the information in a confidential manner. The unauthorized access to, modification, deletion, or disclosure of information may compromise the integrity of the system, violate individual student rights of privacy, and/or constitute a criminal act and subject the employer to a loss of federal funds.

Unauthorized viewing, reproduction/copying, and/or distribution of any confidential information outside the intended and approved use are strictly prohibited. Users violating the authorized use will lose access privileges to the system. Illegal access or misuse of this information may also be punishable by fine and/or imprisonment.

Acknowledge by signature, that a signed physical record is maintained documenting that the user receiving access to confidential information has acknowledged and agreed to adhere to the Missouri Department of Elementary and Secondary Education’s Data Access and Management Policy.

### INFORMATION FOR INDIVIDUAL BEING ADDED OR CHANGED

<table>
<thead>
<tr>
<th>USER'S FIRST NAME</th>
<th>USER'S LAST NAME</th>
<th>USER'S DATE OF BIRTH (MM/DD/YEAR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>USER'S MOTHER'S MAIDEN (LAST) NAME</td>
<td>USER'S EMAIL ADDRESS</td>
<td>USER'S PHONE NUMBER</td>
</tr>
<tr>
<td>USER'S SIGNATURE</td>
<td>USER ID</td>
<td></td>
</tr>
</tbody>
</table>

### GRANTING ACCESS LEVEL (Mark a 1, 2, or 3) *Food & Nutrition Services applications and Educator Certification District/University applications are limited to one Authorized Representative per district/institution.*

- Adult Computer Enrollment System (ACES)
- Annual Report of the County Clerk
- Annual Secretary of the Board Report (ASBR)
- Annual Performance Report (APR)
- APR - Student Level (PIN Required)
- Core Data Collection
- Educator Certification District*
- Educator Qualifications
- ePeGS - CTE Base & Performance Grant
- ePeGS - Child Care Grant
- ePeGS - Early Childhood Special Education (ECSE)
- ePeGS - Enhancement Grant
- ePeGS - Homeless
- ePeGS - Perkins State Institution
- ePeGS - Math and Science
- ePeGS - Missouri Preschool Program

- ePeGS - MO Connect & Learn
- ePeGS - Elem & Sec Ed Act (ESEA) Consolidated
- ePeGS - Parents as Teachers (PAT) IP
- ePeGS - Perkins – Postsecondary
- ePeGS - Perkins - Secondary
- ePeGS - Perkins State Institution
- ePeGS - Refugee
- ePeGS - School-Age Community Grant
- ePeGS - School Improvement SIG Cadre 3A
- ePeGS - School Improvement SIG Cadre 3B
- ePeGS - School Improvement (a)
- ePeGS - Special Education Part B
- ePeGS - Title ID-SEA (only for 002-017/347-347)
- Food & Nutrition Services-Apps*
- Food & Nutrition Services-Claims*
- Migrant Education CDE
- MOSIS Data Collection (PIN Required)
- MOSIS ID Assignment (PIN Required)
- Nonpublic Registration Public School Verification
- Prop C Compliance
- School Finance
- Tiered Monitoring Food & Nutrition Services

### GRANTING ACCESS (Place a check mark in the appropriate box)

- Compliance Plans (Fed. & State) Admin OR
- Compliance Plans (Fed. & State) User
- HSE - Missouri Option Program

- MAP Results District Level
- MAP Results Student Level (PIN Required)

- Special Education IMACS Admin OR
- Special Education IMACS
- Special Education Profile
- Special Education Surrogate

### ASSURANCES AND CERTIFICATION

The superintendent/authorized representative accepts the responsibility for the actions requested on this form and by submitting this form requests the Department of Elementary and Secondary Education to make those changes.

<table>
<thead>
<tr>
<th>SIGNATURE OF SUPERINTENDENT OR AUTHORIZED REPRESENTATIVE</th>
<th>DISTRICT PIN CODE (if required)</th>
<th>PHONE NUMBER</th>
<th>DATE</th>
</tr>
</thead>
</table>

| PRINTED NAME OF SUPERINTENDENT OR AUTHORIZED REPRESENTATIVE | EMAIL ADDRESS |

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title IX/Section 504/ADA/AA/Age Act/GINA/USDA Title VII), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.

MO 500-2377 (Rev 11/16)