



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

WEB SYSTEMS USER ID REQUEST – Educator Preparation Programs

INSTITUTION OF HIGHER EDUCATION (IHE) NAME	COUNTY-DISTRICT CODE OR IHE CODE
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INSTRUCTIONS

Provide the IHE name and county-district code number, the first and last name, date of birth, mother's maiden name, and email address for the individual being given access to the Web Applications. This information is necessary to process the application, and to verify the individual's identity if problems arise.

Roles: In the box to the left of the program, place a 1, 2, or 3 or to indicate the level of access to establish 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 Level 1 = View Only Access or lowest option available. The security pin code is required if granting access to Personally Identifiable Information (PII).

FAX: Submit the completed form by faxing to (573) 526-4125 or emailing this form (with the appropriate signatures) to webappsloginassistance@dese.mo.gov.

QUESTIONS: Contact Office of Data System Management at (573) 522-3207 or email 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 (DESE) 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 IHE or DESE 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 is 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

USER'S FIRST NAME	USER'S LAST NAME	USER'S DATE OF BIRTH (MM/DD/YEAR)
USER'S MOTHER'S MAIDEN NAME (LAST)	USER'S EMAIL ADDRESS	USER'S PHONE NUMBER
USER'S SIGNATURE	USER ID	

ACCESS LEVEL (Mark 1, 2, or 3 in the box in front of the application.)

Educator Certification University (EPP)
 Educator Preparation APR (EPP) (Pin Required)
 MOSIS Data Collection (Pin Required)

ASSURANCES AND CERTIFICATION

The authorized representative accepts the responsibility for the actions requested on this form, and by submitting this form, requests the Department to make those changes.

SIGNATURE OF AUTHORIZED REPRESENTATIVE	PIN CODE	PHONE NUMBER	DATE
PRINTED NAME OF 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 the 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, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th 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