



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

WEB SYSTEMS USER MANAGER REQUEST

EDUCATIONAL ENTITY NAME	CDC/IHE CODE
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INSTRUCTIONS

The Department of Elementary and Secondary Education (department) establishes user managers (UM) for all educational entities. When submitting a UM access request, you must provide the following information for application processing and identity verification:

1. Enter the educational entity's name and County-District (CDC) or Institution of Higher Education (IHE) Code.
2. Place a checkmark ☒ to identify the type of access change requested.
3. Enter the individual's first and last name, date of birth, username (if known), and contact information.
4. Fax or email this form with the appropriate signatures to 573-526-4125 or dashelp@dese.mo.gov.

Your educational entity may wish to keep copies of this form for their records.

QUESTIONS: Contact the Office of Data System Management at 573-522-3207 or dashelp@dese.mo.gov.

CONFIDENTIALITY AGREEMENT: Data maintained in department web applications are protected by state and federal laws and must be maintained in a confidential manner at all times. By providing a PIN code, you are confirming that the employee receiving access has a legitimate educational interest in the records, and you are authorizing the department to grant the requested level of access to confidential information, including individual student information stored in the department's data systems. Employees who can access confidential data are required to: (1) maintain the information in a confidential manner; and (2) limit their access to records for students for whom there is a legitimate educational purpose.

Unauthorized access to, or 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.

All educational entity personnel with UM access should adhere to the [Missouri Department of Elementary and Secondary Education's Data Access and Management Policy](#).

USER ACCOUNT INFORMATION AND ACCESS REQUEST

This information is needed to identify and verify the individual's identity and user account.

CHECK ONE ADD DELETE	FIRST NAME	LAST NAME	DATE OF BIRTH
USERNAME (IF KNOWN)	EMAIL ADDRESS	PHONE NUMBER	

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USERNAME (IF KNOWN)	EMAIL ADDRESS	PHONE NUMBER	

If you or a member of your immediate family ever served in the U.S. Armed Forces, [click here for more information about military-related services in Missouri](#) or visit www.dese.mo.gov/veterans-services.

ASSURANCES

The authorized representative assures the department that through the administration of the UM application the educational entity shall:

1. Monitor usernames provided; the authorized representative serves as the electronic signature of the appropriate staff for all documents requiring signatures.
2. Keep such records and provide such information as may be necessary for the fiscal program auditing and program evaluation, and provide the department any information it may need to carry out its responsibilities under the programs.
3. Adhere to the requirements of the applicable state and federal statutes and regulations, the state rules governing the programs, and all other applicable statutes.

The authorized representative understands the assurances and responsibilities for compliance placed upon the individual receiving web application access through the User Manager application.

SUPERINTENDENT OR AUTHORIZED REPRESENTATIVE SIGNATURE	PIN CODE (required)	DATE
PRINTED NAME OF SUPERINTENDENT OR AUTHORIZED REPRESENTATIVE	PHONE NUMBER	
EMAIL ADDRESS		

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute 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/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 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.