

## Application Access Form State Level Request Version 1

**Purpose of Request:** (Select One)

- New Access
- Modify Access
- Remove Access

**Division:**

**User Role:**  State Employee  
 Contractor

**First Name:**

**Last Name:**

**Date of Birth:**

**CA Number:**

**Job Title:**

**Current User ID:** (If applicable)

**Do you currently have a TDOE SSO, Orion, account?**  Yes  No

**Do you currently have an ePlan account?**  Yes  No

**Work Email Address:**

**Work Telephone Number:**

Select one role per application request

**Accountability**  Administrator  
 Application Manager

**Attendance Funding**  Application Manager  
 Read Only

**Microsoft Dynamics CRM Ticketing System (Licensed Agent)**  Information Systems Staff Member/Program Area Agent  
 TDOE State Employee

**College & Career Readiness Portal**  Administrator  
 Read Only  
 User

**Oracle Database**  CAEISPRD  CADOEPRD  CARPTPRD  
Access Level  Read  Write  Edit

**Course Code Management System (CCMS)**  User

**TVAAS**  State User

**Data Reports**  Administrator  
 Application Manager

**SDE Directory**  Administrator  
 SDE Administrator

**Discoverer**  Administrator  
 User

**Security Management**  Administrator  
 Security Administrator

**EIS Production**  Application Manager  
 SDE Calendar Admin  
 SDE Technical Staff

**SSRS Reports**  Administrator  
 Application Manager

**Enhanced EIS Data Entry**  Administrator  
 Application Manager

**TCAP Visibility Tool**  User

**Graduation Cohort**  Administrator  
 Application Manager

**TMAC**  Nutrition Employee  
 Audit (State or Federal)  
 Other Inquiry (Claims, Reports, Financial Reports, etc.)

**Help Desk Administrator** Administrator

**TNCompass**  Evaluation  
 Licensure  
 Compensation

**Justification:** All access must be justified. List specific job duties that require access to the requested application(s). Additional information relevant to your request should be included.

By entering my name below, I attest to the accuracy of information provided on this form. In addition, I understand that by virtue of employment with the TDOE, I may have access to confidential student and teacher data, including personally identifiable information (PII). I understand that the unauthorized disclosure of PII is prohibited by federal and state law, including the Federal Educational Rights and Privacy Act of 1974 ("FERPA"), the Tennessee Data Accessibility, Transparency and Accountability Act ("DATAA"), Individuals with Disabilities Education Act ("IDEA"), and the National School Lunch Act.

I acknowledge that I fully understand that improper disclosure of PII to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that improper disclosure of PII violates TDOE policy and could constitute just cause for disciplinary action, including termination of my employment, regardless of whether criminal or civil penalties are imposed.

Employee Name:   
(First & Last Name)

*The form must be submitted by applicant's supervisor.*

Supervisor's Name:   
(First & Last Name)

Title:

Date Form Completed:

*Please send the completed form to the District Technology Service Desk at the e-mail address listed below.*

*dt.support@tn.gov*

Version 1

Access Granted: Access Removed:

Processor Name:

Effective Date:

Accountability

Attendance Funding

CCR Portal

CCMS

Data Reports

Discoverer

EIS Production

Enhanced EIS Data  
Entry

Graduation Cohort

Help Desk  
Administrator

Microsoft Dynamics CRM  
Ticketing System

SDE Directory

Security Management

SSRS Reports

TMAC

TNCompass

TVAAS

TCAP Vis Tool

Oracle Database

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New Account User  
ID:

Additional Notes: