

**OME-RESA DASL User Authorization Form**

District: \_\_\_\_\_ Name: \_\_\_\_\_

DSL Username (required): \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Position: \_\_\_\_\_

DASL Access is granted based on the role that the user fills in your district. Some users may perform multiple roles within your district and should be marked accordingly. Access should be granted to this user as follows (check all roles that apply, descriptions are summaries and describe basic/minimal access for a particular role):

**Accounts with district wide access:**

- |   |  |
|---|--|
| _____ Administrative Secretary<br>*Display access (EZ Query)<br>*Portal Administration  | _____ Attendance Officer<br>*Display access (EZ Query)<br>*Update access to Attendance/SIS |
| _____ Guidance Counselor<br>*Display access to SIS information<br>*Update access to SIS scheduling/marks<br>*Display access to EZ Query   | _____ Nurse<br>*Display access to EZ Query<br>*Update access to Medical                    |
| _____ Transportation<br>*Display access to EZQuery  | _____ Technology Coordinator<br>*Portal Administration                                     |
| _____ Superintendent<br>*Portal administration<br>*Update access to SIS/Medical/Scheduling/EMIS<br>*Add'l privs for SIS (i.e. re-assign student #)<br>*Display access to EZ Query<br>*Verify/transfer EMIS data to Alpha EMIS<br>*Update to SSID number | _____ Trusted ESC<br>*Display access to EZ Query   |

**Accounts with Building Access (specify buildings)**

- \_\_\_\_\_ Principal – List School Buildings to Access: \_\_\_\_\_  
\*Update access to SIS/Medical/Scheduling  
\*Update access to Teacher marks/attendance  
\*Display access to EZ Query
- \_\_\_\_\_ Building Secretary – List School Buildings to Access: \_\_\_\_\_  
\*Update access to SIS/Medical/Scheduling  
\*Update access to Teacher marks/attendance  
\*Display access to EZ Query
- \_\_\_\_\_ Teacher – List School Buildings to Access: \_\_\_\_\_  
\*Display access to EZ Query
- \_\_\_\_\_ Trusted JVS – **Access limited to high school building(s) only**  
\*Display access to EZ Query
- \_\_\_\_\_ EZQuery Only – List School Buildings to Access: \_\_\_\_\_  
\*Display access to EZQuery

Form Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_