

**Southwest Independent School District
2018-2019 Request for Access to TxEIS**

Employee Name: _____ Job Title: _____

Campus/Dept: _____ Approving Official: _____
Principal or Immediate Supervisor

1. Access to TxEIS will be based on predetermined roles and responsibilities based on job title and position needs.
2. The employee is to secure the approval signature of their campus principal or direct supervisor.
3. The approved application is to be emailed or delivered to:
 - Omar Arizpe for approval of requests for Student Applications in TxEIS
 - Donna Schweers for approval of Business/Finance Applications
4. Once the access to TxEIS has been processed an email will be sent to the employee for notification of access.
 - Contact for Password resets or questions on access: **Adela Frias** (Student) **Donna Schweers** (Business/Finance)
5. The employee, through the affixed signature, agrees to the following terms and conditions:
 - I will keep my password in strict confidence.
 - I will not attempt to learn the password of another user.
 - I will not access or attempt to access programs or data that I have not been specifically granted access to.
 - I will report any suspected security violations to my supervisor.
 - I will request my password to be changed if I feel it may have been compromised
 - I understand that I am responsible for all uses of my User ID and Password.
 - I understand the account designated for my use is based on the campus assignment indicated on this application and the roles and responsibilities designated with that assignment. Should my job assignment change; I understand my account will be closed and a new application required if access to TxEIS is needed.

Access to the Student or Business Applications listed on the next page is based on job and title position needs.

New Account Yes _____ No _____

Modify Existing Account Yes _____ No _____

Reason for request to modify existing account (e.g., changed campus): _____

I understand that I am being granted access to district/campus/student/program data. Any entries or changes that I make will be done in accordance with district procedures. I will not release, discuss, or distribute individual student data or information about my campus or the school district except as authorized by the rules, policies and legal requirements of Southwest Independent School District.

Employee Signature

Date

Approval:

Principal or Immediate Supervisor Signature

Date

Omar Arizpe, Director of Peims & Data Systems (STUDENT APPLICATIONS)

Date

Brandon Crisp, Asst. Supt. Business & Finance (FINANCE APPLICATIONS)

Date

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1. Employee must fill out form requesting TxEIS Account /applications.
2. Immediate supervisor must sign form and review the applications employee requested.
3. After approval, Adela Frias or Donna Schweers will complete the requests by creating accounts and granting access to the applications needed. Access will be granted according to the employee's job title
4. Request for access to applications not required for job title/position will be denied

TxEIS Applications

DO NOT SELECT ANY OF THE APPLICATIONS LISTED BELOW. ACCESS TO STUDENT OR BUSINESS APPLICATIONS WILL BE ASSIGNED ACCORDING TO THE APPLICANT'S CURRENT JOB/POSITION.

STUDENT:

Attendance Discipline	Registration Scheduling	Grade Reporting Graduation Plan	SP Education	Share	Test Scores
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BUSINESS/FINANCE:

Acct Receivable	Asset Management	Budget	Human Resource	Purchasing	Finance
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