



ANTHONY INDEPENDENT SCHOOL DISTRICT
TxeIS ACCESS REQUEST FORM

PRINT EMPLOYEE NAME

EMPLOYEE JOB TITLE

EMPLOYEE DEPARTMENT OR CAMPUS

DATE REQUESTED

ROLE(S) BEING REQUESTED FOR TxeIS:

FINANCE MODULE:

- ACCOUNTS PAYABLE SPECIALIST
- ACCOUNTS RECEIVABLE SPECIALIST
- AUDITORS
- BUDGET MODULE ENTRY
- FINANCE DIRECTOR
- FINANCE INQUIRY & REPORTS ONLY
- HR/PAYROLL SPECIALIST
- REQUISITION SPECIALIST

INCLUDES FINANCE, STUDENT AND / OR OTHER MODULES:

- CHILD NUTRITION PROGRAM MANAGER
 - SECURITY ADMINISTRATOR
- (LIMITED TO FINANCE DIRECTOR & NETWORK ADMINISTRATOR)

STUDENT or PEIMS MODULE:

- ASSISTANT PRINCIPAL
- ATTENDANCE CLERK/RECEPTIONIST
- ATTENDANCE CLERK/REGISTRAR
- ATTENDANCE LIASON DISTRICTWIDE
- ELEMENTARY / MS COUNSELOR
- HS MS COUNSELOR
- HS OR MS SECRETARY
- INSTRUCTIONAL PROGRAM COORDINATOR
- LIBRARIAN
- MATH COACH
- MS SCHEDULING
- NURSE / LVN
- PEIMS COORDINATOR
- PRINCIPAL
- SPECIAL EDUCATION DIRECTOR
- SUPERINTENDENT

CAMPUS ACCESS NEEDED: FOR STUDENT OR PEIMS MODULES

- ELEMENTARY
- MIDDLE SCHOOL
- HIGH SCHOOL

IF A TxeIS USER CURRENTLY EXISTS, STATE THE CURRENT EMPLOYEE WHO HAS ACCESS AND THE EMPLOYEE WHO IS TO RECEIVE USER ROLE(S).

CURRENT USER

USER TO RECEIVE ROLE(S)

DEACTIVATE CURRENT USER

CURRENT USER

USER TO RECEIVE ROLE(S)

DEACTIVATE CURRENT USER

IF ROLE ACCESS CHANGE IS NEEDED; PLEASE DESCRIBE CHANGE BELOW:

SIGNATURES:

SUPERVISOR

DATE

FINANCE DIRECTOR

DATE

SUPERINTENDENT

DATE

PEIMS COORDINATOR

DATE

(FOR ACCESS TO ANY MODULES IN THE STUDENT OR PEIMS SECTION)

EMPLOYEES UNDERSTANDS AND AGREES TO COMPLY WITH ANTHONY INDEPENDENT SCHOOL DISTRICT'S GUIDELINES REGARDING PASSWORD SECURITY: A) I WILL NOT SHARE MY PASSWORD WITH ANYONE ELSE, B) I WILL LOGOFF THE SYSTEM WHEN I LEAVE MY WORKSTATION, C) I WILL MAINTAIN THE CONFIDENTIALITY OF ALL AISD DATA, D) I WILL REFER ALL REQUESTS FOR INFORMATION TO THE SUPERINTENDENT OR FINANCE DIRECTOR, E) I WILL NOT LEAVE MY PASSWORD IN AN AREA WHERE IT CAN BE FOUND, F) I WILL CHANGE MY PASSWORD WHEN I BELIEVE THAT MY PASSWORD HAS BEEN COMPROMISED, AND G) I WILL ENSURE THAT ALL DATA MAINTAINED ON MY WORKSTATION IS ADEQUATELY PROTECTED. I UNDERSTAND THAT FAILURE TO DO SO WILL RESULT IN ADMINISTRATIVE ACTION THAT COULD INCLUDE TERMINATION.

EMPLOYEE SIGNATURE

DATE

PLEASE TURN INTO THE FINANCE DIRECTOR ONCE ALL OTHER SIGNATURES HAVE BEEN OBTAINED.