

AFTER COMPLETION, THIS FORM IS STRICTLY CONFIDENTIAL

**Security Form—WNYRIC Data Warehouse (LVL1) Access
to Regents Predictive Reports (for SLOs)
Western New York Regional Information Center**

This security form is used to establish access to the **Regents Predictive Reports (for SLOs)** available via the *WNYRIC Data Warehouse*. If the user already has access to the *WNYRIC Data Warehouse*, this form will **add** access to the Regents Predictive Reports. If the user does **not** have current access to the *WNYRIC Data Warehouse*, only access to Regents Predictive Reports will be granted.

This form must be signed by the requestor, the district, charter/non-public school or BOCES data security officer, and the public district superintendent, charter school/non-public school leader or BOCES Superintendent. For further assistance with this form, contact the Western New York Regional Information Center Data Warehouse at dataview@e1b.org.

This form has two pages. Please complete all sections and send the signed form to the WNYRIC Data Warehouse Team at:

**WNYRIC Data Warehouse
ERIE 1 BOCES Education Campus
355 Harlem Road
West Seneca, NY 14224**

or

email a copy of the completed signed form to dataview@e1b.org

PART A - - Authorized User

Complete this section to identify the person authorized access to the Data Warehouse Regents Predictive Reports. The authorized user **MUST** sign the acceptable use policy on the reverse side – PART C.

School District / Agency: _____ BEDSCODE: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Telephone #: _____ - _____ - _____ Building: _____

Position Title: _____

School Address: _____ City: _____ Zip Code: _____

Work Email Address: _____

OVER

Part B, ID and PASSWORD AND PROCEDURE. Please read.

The work e-mail address from Part A of this form will become the User ID for that authorized user. If the user does NOT currently have a password, a temporary one will be created by WNYRIC and an e-mail will be sent to the user with that temporary password. The e-mail will contain instructions for creating a more permanent password and to create password reset questions to be used if the authorized user forgets the password.

The password created by the authorized user is the information that allows each individual user, and only that user, to use the User ID and the computer privileges associated with it.

- Once the authorized user and the security officer in the district sign this security form, it must be signed by the School Superintendent and forwarded to the WNYRIC Data Warehouse using the instructions at the beginning of the form.
- WNYRIC requires two (2) business days turnaround after the form is received.
- If the authorized user forgets a password, the authorized user will be able to establish a new password using the password reset questions he or she established, For assistance, the user should contact the WNYRIC Service Desk (servicedesk@wnyric.org)
- If a password is stolen, the authorized user should also contact the WNYRIC Service Desk (servicedesk@e1b.org).

PART C: ACCEPTABLE USE OF DATA WAREHOUSE SYSTEM

As an authorized user of the WNYRIC Data Warehouse hosted through the Western New York Regional Information Center at Erie 1 BOCES, I agree not to:

1. Violate the property rights and copyrights in data and computer programs.
2. Obtain unauthorized access to and use of an account, data, files and the network facilities, or use of such facilities for purposes other than those intended.
3. Obtain unauthorized access to and use of an account or any information contained in a Data Warehouse file or the network facilities for personal or private gain.
4. Access or use files or data containing personally identifiable education records without proper authorization.
5. Disclose, without proper authorization, the contents of any database or file containing personally identifiable information from the education records of students.

Any person who engages in unauthorized or unacceptable use of the WNYRIC Data Warehouse system may be subject to disciplinary and/or legal action as appropriate. Erie 1 BOCES reserves the right immediately to suspend or terminate use by any authorized user for violating the Data Warehouse Acceptable Use Policy. The undersigned acknowledges that he/she has read the foregoing Data Warehouse Acceptable Use Policy and agrees that his/her use of Data Warehouse will be consistent with the requirements of this policy and all applicable laws and regulations

Please sign and date:

Authorized User _____ **Date:** _____

Data Security Officer _____ **Date:** _____

Superintendent _____ **Date:** _____
(School District Superintendent or Chief School Officer)