



STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
POST OFFICE BOX 94064, BATON ROUGE, LOUISIANA 70804-9064
Toll Free #: 1-877-453-2721
<http://www.louisianaschools.net>

rev 4/20/2005

Security Request Form

Instructions:

- The Security Coordinator must complete and submit this entire form
- Sections 1 and 4 must be completed for all requests
- Section 2 or 3 must be completed as applicable
- Failure to properly complete this form will result in delays
- Direct questions to the ITS Help Desk at 1-800-223-2950
- Submit completed Security Request Form by Email to Russell.Lantier@la.gov

Section 1 All requests

Name:

User ID: Leave blank if you do not already have a User ID

Phone:

Email:

Date:

Security Coordinator making this request:

Check here to delete this user: ☐

Section 2 LEA and school personnel only

Instructions for Section 2:

- Sponsor Name is the public school district name or nonpublic school system name
- Site Code or Site Name should be entered only if access is to be restricted to a particular school or schools; leave blank if access is needed to all schools within your LEA

Sponsor Code (required):

Sponsor Name (required):

Site Code(s) (if applicable):

Site (School) Name(s) (if applicable):

Section 3 All other personnel (LDE, LOSFA, BoR, etc.)

Agency:

Office (LDE only):

Division (LDE only):

Unit (LDE only):

Louisiana Department of Education Security Request Form

Section 4 All requests

Instructions for Section 4:

- Check only one box per system; if more than one box is checked per system, your request will not be processed
- Only request access to systems for which the user currently does not have access
- Do not request access to systems that are not needed; this will delay your request

CUR – Curriculum System

- | | | |
|--------------------------|---------------|---|
| <input type="checkbox"/> | LEAs | LEA (public school district) staff.
Inquiry only. |
| <input type="checkbox"/> | LEAs w/Upload | LEA (public school district) staff.
Inquiry, Update Curriculum.
Includes batch upload and report download capability. |
| <input type="checkbox"/> | LDE | Louisiana Department of Education staff.
Inquiry only. |
| <input type="checkbox"/> | AD Mgt | Application Development Management staff.
Inquiry and update LDE Maintained Tables. |

eGMS – eGrant Management System

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|--------------------------|---------------|--|
| <input type="checkbox"/> | Administrator | Security Administrators for eGMS. Includes both LDE and LEA staff.
Assign roles to the LDE and LEA users. |
| <input type="checkbox"/> | Users | LDE staff and LEA staff.
Inquiry, Update, and File Upload. |

NPS – Nonpublic Schools Data Collection System

- | | | |
|--------------------------|-------------|---|
| <input type="checkbox"/> | Schools | Nonpublic school staff responsible for submitting NPS data.
Inquiry and Update. |
| <input type="checkbox"/> | LDE Finance | LDE Educational Finance staff.
Inquiry only. |
| <input type="checkbox"/> | Admin1 | LDE School and District Assistance staff and P.A.I.R staff.
Inquiry, Update, Reports, Download, and Admin. |
| <input type="checkbox"/> | Admin2 | LDE staff using NPS data.
Inquiry, Reports, and Download. |
| <input type="checkbox"/> | AD Mgt | Applications Development Management staff.
All functions. |

Louisiana Department of Education Security Request Form

SER – Special Education Reporting

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|--------------------------|---------------|---|
| <input type="checkbox"/> | Data Reader | LEA staff, School staff and LDE staff.
Inquiry & Reports. |
| <input type="checkbox"/> | Data Writer | LEA and School staff responsible for submitting SER data.
Inquiry & Update (Batch & Online). Reports. |
| <input type="checkbox"/> | LDE Staff | LDE staff using SER data.
Inquiry, Admin (Add Natural Disaster extensions only) & Reports. |
| <input type="checkbox"/> | Administrator | LDE staff using SER data and maintaining SER code tables
Inquiry, Admin (Includes managing code values) & Reports. |

STS – Student Transcripts System

- | | | |
|--------------------------|---------------------------------|---|
| <input type="checkbox"/> | LEAs/ Schools w/ Inquiry | LEAs and schools (public or nonpublic) staff.
Inquiry only |
| <input type="checkbox"/> | LEAs w/ Update | LEA (public school district or nonpublic school system) staff.
Inquiry and Update Student Transcript
Includes report/file download capability. |
| <input type="checkbox"/> | LEAs w/ Update/Upload | LEA (public school district or nonpublic school system) staff.
Inquiry and Update Student Transcript
Includes batch upload and report/file download capability. |
| <input type="checkbox"/> | LEAs w/ Update/Upload/Grad Cert | LEA (public school district or nonpublic school system) staff.
Inquiry, Update Student Transcript, and Graduate Certification
Includes batch upload and report/file download capability. |
| <input type="checkbox"/> | LEAs w/ All | LEA (public school district or nonpublic school system) staff.
Inquiry, Update Student Transcript, Graduate Certification, and
Site Security Update
Includes batch upload and report/file download capability. |
| <input type="checkbox"/> | Schools w/ Update | Nonpublic school staff whose access is limited to a particular school
or schools within the LEA. Checking this box requires that you supply
a Site Code or school name in Section 2.
Inquiry and Update Student Transcript |
| <input type="checkbox"/> | Schools w/ Update/Upload | Nonpublic school staff whose access is limited to a particular school
or schools within the LEA. Checking this box requires that you supply
a Site Code or school name in Section 2.
Inquiry and Update Student Transcript
Includes batch upload and report/file download capability. |
| <input type="checkbox"/> | LOSFA Inquiry | Louisiana Office of Student Financial Assistance staff.
Inquiry only
Includes report/file download capability. |
| <input type="checkbox"/> | LOSFA Update | Louisiana Office of Student Financial Assistance staff.
Inquiry, Update TOPS Reference Tables and Site Security
Includes report/file download capability. |

Louisiana Department of Education
Security Request Form

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LDE Data Mgt

Louisiana Department of Education data management staff.
Inquiry, Update LDE Maintained Tables
Includes report/file download capability

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BoR

Board of Regents staff.
Inquiry only
Includes report/file download capability
