

Albuquerque Public Schools Staff Password Request Form

Fax this form to 830-8082 or E-Mail the form to passwords@aps.edu

Name _____	Employee # _____
Dept / Accounting Unit: _____	Location # _____ Title: _____
Are you replacing someone? Who: _____	

E-Mail Address Check the correct box	
I need a new email address	I need a new class account

School Max Please circle what your job title is below				
ADMIN Administrative rights to add or delete data	ATTENDANCE Access to all attendance screens	SCHEDULER for master & walk-in scheduling tasks, transcript entry, & test score entry	COUNSELOR Generate student schedules, transcripts & test scores	ICUE Web access for teachers to post absences & grades
SPECIAL ED Maintain special ed records	Registered Nurse Health screens & view only for transcripts, grades & Nurses notes	HEALTH Health screens for data entry, view only for attendance records	DATA CLERKS Access to screens for entering census, grades, attendance, scheduling & discipline	VIEW ONLY Basic Student demographic info

Lawson Financial System Please mark which funds you need access to. Select Requestor OR Approver. Access to both is not allowed.		
101 Operational Fund	Requestor	Approver
210 State / Local Grants	Requestor	Approver
217 Federal Grants	Requestor	Approver
401 House Bill 33 (e.g. SIP)	Requestor	Approver
415 Senate Bill 9	Requestor	Approver
435 Special Appropriations	Requestor	Approver
445 Bond Fund (tech money)	Requestor	Approver
999 Textbooks	Requestor	Approver

I have read, and agree to, the Albuquerque Public Schools Acceptable Use Policy Acceptable Use Policy http://intranet.aps.edu/aup/aup-employee.htm	I acknowledge this request for access to the above information systems. I have discussed with the applicant that they will be responsible for any misuse of the system under their user code.
_____ Applicant Signature	_____ Principal / Supervisor Signature