

Eugene School District 4J

eSIS New Account Request Form

For **new** accounts, please complete this form, get your supervisor's signature and fax this to Computing & Information Services (CIS) at 541-790-7773. If you currently have an eSIS account, but need a location change, access change or name change, please email your request to eSIS@4j.lane.edu.

4J Employee ID	Last Name	First Name
Current School		Current Job Title
4J email address		Alternate email address if no 4J email address

Job Function: Please check one box on the left that best indicates your eSIS access needs.

	Function	Description of Function	Examples of Staff
<input type="checkbox"/>	Administrative	View-only demographics, attendance, schedules	Principals, Assistant Principals
<input type="checkbox"/>	*Classroom	Entering classroom attendance and grades	Teachers
<input type="checkbox"/>	Health-View/Up	Demographic view/health update	Health Clerks, Regional Nursing staff
<input type="checkbox"/>	Records-Update	Updating student records	Elementary Secretaries, Middle/High Registrars
<input type="checkbox"/>	Records-View	View-only student records	Office Assistants, Department Assistants, Middle/High Secretaries
<input type="checkbox"/>	Scheduling-Update	Updating Student Schedules	Registrars, possibly Vice Principals and/or Counselors
<input type="checkbox"/>	Special Ed-View	View-only SpEd data <i>(This request will be given to ESS for approval prior to creating an account)</i>	Counselors, Motor Team, Professional Development Team
<input type="checkbox"/>	Special Ed-Update	Updating SpEd data <i>(This request will be given to ESS for approval prior to creating an account)</i>	Special Ed Teachers, School Psychologist, Speech/Language
<input type="checkbox"/>	Special Functions	View-only special module/s, <i>(such as Plans, Incidents, Attendance, Letters, Fees, Programs)</i>	
<input type="checkbox"/>	Special Functions	Updating special module/s, <i>(such as Plans, Incidents, Attendance, Letters, Fees, Programs)</i>	Attendance Clerks, possibly Secretaries, Office/Dept Assistants

***Classroom Teacher Video Test** (New teacher accounts will be created **after** viewing 4J's on-line training and after completing this form. Log into the 4J website, go to For Staff>eSIS>Teacher Assistant>Teacher Assistant Video Trainings>Logging into eSIS/Teacher Assistant.

1. When logging onto eSIS, I will enter in the **Username** field: _____.
2. When creating my password, I will use a minimum of _____ characters.
3. My password will have both _____ and _____.
4. My password will not include _____.
5. I may share my password with _____.
6. If I suspect my password may be compromised, I will _____.
7. The database I enter when logging onto eSIS is _____.

I acknowledge that student information is confidential by Federal and State law. I will not use or discuss student information inappropriately. I will keep my eSIS password secure and not allow anyone to access my account. I will lock or log out of eSIS when I am not using it. I understand that if I fail to abide by Federal and State laws and 4J policies, my eSIS system privileges may be suspended or revoked and appropriate disciplinary or legal action may be taken.

Employee Signature	Date
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As this employee's supervisor, I have reviewed this application and verified the job function requested.

Supervisor name (printed)	Supervisor Signature	Supervisor email address
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Please submit this completed form to CIS, Att: Debbie Phillips (Fax 541-790-7773)