# IT Account Request Form

**All District Employees automatically receive access to the following systems based on your current job title in PeopleSoft Human Resource– no form is required; additional access may be requested, in which case this form is required and training may be needed. Non-Employees will receive a Computer Login and access to the Pepper PD. (Professional Learning Management System)**

| | |
|---|---|
| AESOP (teachers; substitute teachers after picking up their badge) | Canvas Learning Management System |
| Hoonuit Teacher Dashboard (principals, secretaries, & teachers) | G-Suite – Apps4pps.net (Google Apps for Education) |
| Employee Self-Service – PeopleSoft (view personal information - demographics, paystubs, benefits, apply for jobs, etc.) | Pepper PD (Professional Learning Management System) |
| Nutrition Services – PrimeroEdge (Nutrition Services staff only) | Synergy & Gradebook (Teachers) |
| PPS Wifi | VPN (building admins) |

☐ **New account***      ☐ **Modify Existing account**

*Please indicate if you have had a PPS account in the past
☐ **Yes, I had an account before and the username was _____**      ☐ **No, I did not have an account before**

☐ **Employee**      ☐ **Non-employee Contractor**      ☐ **Non-employee – Volunteer**
(Must be an approved volunteer through Security Services)

| First Name | Last Name | Middle Initial |
|---|---|---|
| | | |

| Department(s), if applicable (e.g. Payroll) | Dept. Number | School / Building(s) (e.g. BESC or Lincoln HS) | Job Title (e.g. Teacher or Data Analyst) |
|---|---|---|---|
| | | | |

## Non-Employee (If Applicable)

| Contract Company Name & Contract # | Start Date | End Date | Manager or Contract Holder Name* |
|---|---|---|---|
| | | | |
| **Non-PPS Email Address** | | | |
| | | | |

**Access to the following systems will be approved or denied based on an employee's job responsibilities as determined by the appropriate department's system lead. Check Access Requested in appropriate fields below. Most training is available on PepperPD (Professional Learning Management System) https://pepper.pps.net**

| System | Access Requested | Required Training | If different than above, list School(s) or Department(s) or ODE Collection |
|---|---|---|---|
| Hoonuit Administrator Dashboard (central office, testing coordinators, etc.) | ☐ | | |
| Destiny (librarians, media specialists, etc.) | ☐ | | |
| Docuware | | Contact Records Mgmt | |
| Naviance (counselors, career coordinators, etc.) | ☐ | | |
| New Course Request (school scheduling staff) | ☐ | | |
| Online Course Syllabus Approval | ☐ | | |
| Oregon Department of Education / ODE – specify the type of state reporting access needed | ☐ | | |

| Continued | | | |
|---|---|---|---|
| **System** | **Access Requested** | **Required Training** | **If different than above, list School(s) or Department(s) or ODE Collection** |
| **PeopleSoft HRMS** | | | |
| Evaluation Management Tool (used by employees with direct reports; typically building administrators, directors, managers, etc.) | ☐ | | |
| Payroll Time and Attendance (used by Principals or anyone that needs to submit time for a department/school) | ☐ | | |
| Staffing Management Tool (SMT) (used by hiring managers and staff within certain central office departments) | ☐ | | |
| Talent Acquisition Manager (used by hiring managers) | ☐ | | |
| **PeopleSoft Finance** | | | |
| Purchase Order | ☐ | Read: http://tiny.cc/PurchaseOrder | |
| MSR Warehouse Order | ☐ | Read: http://tiny.cc/StockRequests | |
| Budget Approval $500 | ☐ | | |
| Budget Approval Unlimited | ☐ | | |
| Financial Reports | ☐ | Read: http://tiny.cc/FinReports | |
| PeopleSoft Finance Other (please specify) | ☐ | | |
| PPS Web editing - Specify section/pages on right | ☐ | | |
| School Messenger | ☐ | | |
| SchoolMint | | Contact ETC | |
| SchoolPay | ☐ | | |
| Synergy (administrators, counselors, secretaries, central office admins) | ☐ | | |
| Transportation Video (building principals only) | ☐ | | |
| VPN (central office, other roles as needed) | ☐ | | |

I acknowledge that I have read and understand the Portland Public Schools Acceptable Use of District Technology (AUP) 8.60.041-AD available online at https://www.pps.net/policies and I agree to abide by its provisions.

All users authorized to access student information are required to abide by the policies governing review and release of student education records. The Family Educational Rights and Privacy Act (FERPA) of 1974 mandates that information contained in a student's education record must be kept confidential and outlines the procedures for review, release, and access of such information. I have read and understand my responsibility to respect and maintain the confidentiality of all records and information to which I have been given access.

I understand that if I violate the AUP or FERPA, my access privileges may be suspended or revoked and appropriate disciplinary or legal action may be taken.

| **Requestor Signature** | **Date** |
|---|---|
| | |
| **Building Principal, Department Head, or Contract Holder Printed Name** | **Building Principal, Department Head, or Contract Holder Signature**     **Date** |
| | |