

AFTER COMPLETION, THIS FORM IS STRICTLY CONFIDENTIAL

**Security Form – WNYRIC Test Scoring Web Application Access Western
New York Regional Information Center**

This security form is used to establish access to Test Scoring - Regents Score Data, Science 4 & 8 Score Data, NYSITELL answer sheet printing and Score Data and on-line ordering of elementary and intermediate SED approved answer sheets for 3 – 8 testing. Please check the appropriate box(es).

- Test Scoring Regents Report Online ordering for 3-8 ELA, Math, Science 4 & 8, and Regents
- NYSITELL Answer Sheet printing and Reports Online ordering for Vendor Scoring

Security access is provided at a district level. This means any authorized user (administrators, principals, teachers) of a participating Local Education Agency (public school district, charter school, non-public school or BOCES) are able to view all data collected from locations within the LEA and available in individual student reports. Instructions:

1. The requestor needs to complete Part A of the form electronically, print the form, review Parts B and C and sign in the space provided at the end of Part C for Authorized User.
2. The LEA's designated Security Officer needs to review the form and sign Part C and also secure the signature of the district superintendent, charter school/non-public school leader or BOCES Superintendent as appropriate for the LEA.
3. **Once the form is complete with all required signatures, please scan the form and email it to the WNYRIC Test Scoring Team at testscoring@e1b.org.** Please indicate **"Test Scoring Security and your LEA name"** in the subject line of the e-mail.
4. Upon receipt of the signed form, WNYRIC will review the form for completeness and establish access. The LEA's Test Scoring Contact will be notified when this has occurred. WNYRIC requires two (2) business days after the form is received to establish access. This assumes there is no need to request additional information.

For assistance with this form, please contact the Western New York Regional Information Center Test Scoring Team at testscoring@e1b.org.

PART A – Authorized User

Complete this section to identify the person who requires authorized access to the WNYRIC Test Score Department. The authorized user **MUST** review Part B and C of this form and sign the acceptable use policy on the reverse side in **Part C**.

School District/LEA _____ BEDS Code _____

Last Name _____ First Name _____ MI _____

Telephone # _____ Building _____

Position Title _____ Birthday date _____ (for example: 06/17/2000)

School Address _____ City _____ Zip Code _____

Work email address _____

PART B – ID, Password and Procedure, please read.

If the requestor currently has an WNYRIC LDAP User ID (current work e-mail address) for other WNYRIC applications, the user will be given access to the WNYRIC Test Score On-Line ordering program using his/her WNYRIC LDAP User ID.

If the user does NOT currently have a WNYRIC LDAP user ID, the work e-mail address from Part A of this form will become the WNYRIC LDAP User ID for the authorized user and a temporary password will be created by WNYRIC. An automated 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 password reset questions to be used if the authorized user forgets the password.

Passwords created for and by authorized users are secure information to be used for the purpose of allowing each individual user, **and only that user**, to use the WNYRIC LDAP User ID and the computer privileges associated with it.

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 password assistance, the user should contact the WNYRIC Service Desk (servicedesk@e1b.org).

If a password is stolen, the authorized user should also contact the WNYRIC Service Desk.

PART C: Acceptable Use of Test Scoring On Line Ordering System

As an authorized user of the WNYRIC Test Scoring On-Line Answer sheet ordering system, 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 an assessment 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 Test Scoring Score Reports and On-Line Answer sheet ordering 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 Test Scoring Acceptable Use Policy. The undersigned acknowledges he/she has read the foregoing Test Scoring Acceptable Use Policy and agrees that his/her use of the WNYRIC Test Scoring will be consistent with the requirements of this policy and all applicable laws and regulations.

Please sign and date:

Authorized User _____ Date _____

Security Office _____ Date _____

Superintendent _____ Date _____