

SCHOOL DISTRICT OF OKALOOSA COUNTY  
PAWS SECURITY REQUEST FORM

**SCHOOL AND/OR DISTRICT ACCESS**

*Instructions: Please provide the following information for user requesting PAWS access. Once completed and signed, please return to Information Systems by courier, fax (689-7440) or email (ISHelpDesk@mail.okaloosa.k12.fl.us). If you have any questions please call the Help Desk at 689-7164.*

<b>Employee Information</b>	Dept/School Name: _____	Number: _____
	Request Date: _____	Effective Date: _____
	Employee Name: _____	DOB: _____
	Current User Id: _____	Employee Id: _____
	User Phone #: _____	Dept/School Phone #: _____
	Employee's Position: _____	

New User: Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Transfer User: Yes <input type="checkbox"/>	No <input type="checkbox"/>	From: _____
School: <input type="checkbox"/>	District: <input type="checkbox"/>	
Multi-Center: <input type="checkbox"/>	Centers: _____	

<b>Security Access</b>	<b>Title Access (see appendix for details):</b>	
	<input type="checkbox"/> District Administrator	
	<input type="checkbox"/> Principal	<input type="checkbox"/> ESE Teacher (3 Digit Id: _____)
	<input type="checkbox"/> Assistant Principal	<input type="checkbox"/> Teacher (3 Digit Id: _____)
	<input type="checkbox"/> Counselor	<input type="checkbox"/> Lunchroom Manager
	<input type="checkbox"/> Staffing Specialist	<input type="checkbox"/> School Resource Officer
	<input type="checkbox"/> School Secretary	<input type="checkbox"/> STP Monitor
	<input type="checkbox"/> GRADES Attendance Manager	<input type="checkbox"/> Department Head
	<input type="checkbox"/> GRADES Manager	<input type="checkbox"/> Department Secretary
	<input type="checkbox"/> Literacy/Math/Science Coach	<input type="checkbox"/> Maintenance Word Order Input
	<input type="checkbox"/> Media Specialist	
	<input type="checkbox"/> School Nurse	
	<input type="checkbox"/> School Social Worker	
	<input type="checkbox"/> ESE User	

Additional Profiles / Additional Notes:

Principal / Department Head Authorization: \_\_\_\_\_  
(Signature)

<b>Information Systems Use</b>	Date Received: _____	User-Id Assigned: _____
	Date Completed: _____	Default Password: _____
	Completely By: _____	Created By: _____
	Additional Approval: _____	

## **Title Access Details:**

### ***District-based Access***

District Administrator – Access at the District Level for all school related screens (Student Dashboard access).

*Profiles: DB000, DB000H, DB001, DB002, DB003, DB004, DB200, DB201, DB202, DB203, DB300A, DB301, DB302*

### ***School-based Access***

Principal – Access at the school level to Student Dashboard, **Hiring** Access in OASIS, and WOLF.

*Profiles: AT800I, AT8001, DB000, DB000H, DB001, DB002, DB003, DB004, DB006, DB007, DB020, DB200, DB201, DB202, DB203, DB300A, DB301, DB302, DB303A, DP02, DP09, GBRA,GBRADM, GB001, HRR10U, SP001, SP004, WO1002*

Assistant Principal – Access at the school level to Student Dashboard, OASIS, and WOLF.

*Profiles: AT800I, AT8001, DB000, DB000H, DB001, DB002, DB003, DB004, DB006, DB020, DB200, DB201, DB202, DB203, DB300A, DB301, DB302, DB303A, DP02, DP09, GBRA,GBRADM, GB001, SP001, SP004, WO1002*

Counselor – Access at the school level to Student Dashboard.

*Profiles: DB000, DB000H, DB001, DB002, DB003, DB004, DB200, DB201, DB202, DB203, DB300A, DB301, DB302, DB303A, DP02, DP10, GBRA , GB001, SP001, SP005*

Staffing Specialist – Access to Student Dashboard with Teacher Options and only Student Lookup, Special Programs Query, and ESE Matrix at the school level.

*Profiles: DB000, DB011, DB200, DB201, DB202, DB203, DB300A, DB301, DB302, DB303A, GB006*

School Secretary – Access at the school level to Student Dashboard, Entry Access in OASIS, and WOLF.

*Profiles: AT800I, AT8002, DB000, DB000H, DB001, DB002, DB003, DB004, DB200, DB201, DB202, DB203, DB300A, DB301, DB302, DP02, WO1002*

GRADES Attendance Manager – GRADES Attendance update access for all classes as well as access to the Attendance Manager Screen.

*Profiles: GBRATD, GB004*

GRADES Manager – Update access to all of the school's teachers and their classes in the Gradebook and Attendance Grids as well as the Administrative Reports.

*Profiles: GBRA, GB003*

Literacy/Math/Science Coach – Access to Student Dashboard with Teacher Options and only Student Lookup, Teacher List, Special Programs Query, ESE Matrix, and Testing Data at the school level.

*Profiles: DB000, DB003, DB004, DB005, DB200, DB201, DB202, DB203, DB300A, DB301, DB302, SP005*

Media Specialist - Access to Student Dashboard with only Student Lookup, Student Schedule, and Student Attendance access.

*Profiles: DB000, DB300*

School Nurse - Access to Student Dashboard with only Student Lookup, Student Schedule, and Student Attendance access.

*Profiles: DB000, DB000H, DB300*

School Social Worker - Access to Student Dashboard with only Student Lookup, Student Schedules, Student Attendance, Student Activities, and Student Discipline access.

*Profiles: DB000, DB300A, DB301*

ESE User - Access to Student Dashboard with Teacher Options and only Student Lookup, Special Programs Query, and ESE Matrix at the school level.

*Profiles: DB000, DB200, DB201, DB202, DB203, DB300A, DB301, DB302, DB303A, GBRA, GB001, SP005*

ESE Teacher - Access to Student Dashboard with Teacher Options and only Student Lookup, Special Programs Query, and ESE Matrix at the school level.

*Profiles: DB000, DB005, DB200, DB201, DB202, DB203, DB300A, DB301, DB302, DB303A, DP11, GBRA, GB002, GB006, SP002, SP005*

Teacher - Access to Student Dashboard with Teacher Options **excluding access to discipline**.

*Profiles: DB005, DB200, DB201, DB202, DB203, DB300A, DB301, DB302, DB303U, DP11, GBRI, GB002, SP002, SP005*

Lunchroom Manager – Access to Student Dashboard at the school level with access to Student Lookup, and Homerooms, and only access to Student Schedule on the Student Analyzer. They also have WOLF access.

*Profiles: DB000, DB300, WO1001*

School Resource Officer – Access to Student Dashboard at the school level with access to Student Lookup and access to Student Schedule, Student Activities, and Student Discipline on the Student Analyzer.

*Profiles: DB300A, DB301*

STP Monitor – Access to Student Dashboard with School Level access to attendance and discipline data.

*Profiles: DB017, DP12*

### **Department-based Access**

Department Head – Hiring Access in OASIS.

*Profiles: AT800I, AT8001, HRR10U*

Department Secretary – Entry only access in OASIS.

*Profiles: AT800I, AT8002*

Maintenance Work Order Input – Access to WOLF Input Only.

*Profiles: WO1001*

## **Profile Details:**

### ***Dashboard Profiles***

#### **DB000** – School Administration

*Access to Teacher Lists (Homeroom Students, ELL Hours, Teams, and Class List), Student Lists (Attendance & Discipline), Homeroom List, Bus Routes, Special Programs Query, ESE Matrix Query, and LEP Query.*

#### **DB000H** – School Health Data

*Access to Immunization Query and Immunization Status Query.*

#### **DB001** – School Scheduling

*Access to Class Size Compliance, Major Area of Interest Lookup, Mass Scheduler, and Course Request Query.*

#### **DB002** – School Academics

*Access to Current & Previous School Year Letter Grade Queries, Promotion/Retention Query, and Pupil Progression Letters Listing.*

#### **DB003** – School FCAT Data

*Access to Achievement Level Query, Skills Not Mastered Query, Learning Gains, FCAT Data Query, Intensive Reading Query, Lowest 35% Reading & Math, and Sub-Test by Grade.*

#### **DB004** – School Other Test Data

*Access to DEA Learning Gains, SLOSSON, FAA, FAIR, etc.*

#### **DB005** – School Teacher's Options

*Access for Teachers for their Class List, Homeroom Students, ELL Hours, and Teams.*

#### **DB006** - School Attendance and Truancy Processing

*Access to Student Dashboard Attendance and Truancy Letter Processing.*

#### **DB007** – Attendance Waiver – School Level

*Access to Student Dashboard Attendance Waiver Process*

#### **DB016** – Title X

*Access to Student Dashboard Title X Screen.*

#### **DB017** – STP Monitor

*Access to Excessive Absence Query, Student Lookup, Attendance and Discipline Queries.*

#### **DB020** – Document Dropbox

#### **DB021** – FLVS / Credit Recovery State EOC Entry

#### **DB022** – PMP Listing

#### **DB200** – Class Information

*Access to Class Attendance and Class Student List.*

#### **DB201** – Class Academics

*Access to Class Grades.*

DB202 – Class FCAT Data

*Access to FCAT Totals, FCAT Sub-Tests, Achievement Level Graphs, FCAT Learning Gains, and Okaloosa Writes.*

DB203 – Class Other Test Data

*Access to GRADE Learning Gains, GMADE Learning Gains, Gates-MacGinitie Learning Gains, and SLOSSON Learning Gains.*

DB300 – Student Information

*Access to Student Schedule without grades, Student Attendance, Student Activities, and Student Post Secondary Plan.*

DB300A – Student Information (All Access)

*Access to Student Attendance, Student Discipline, Student Activities, and Student Post Secondary Plan.*

DB301 – Student Academics

*Access to Student Schedule with grades, Student Academic History, Student Graduation Plan, and Student Course Request.*

DB302 – Student Test Data

*Access to All Student Test Data.*

DB303A – Create/Edit PMP for All Students

DB303U – Create/Edit PMP for Assigned Students

DP09 – Communication Log – School Administration

*Access to view all logs for the school and all details for the logs.*

DP10 – Communication Log

*Access to view all logs for the school, but only the details for the logs created by the user.*

DP11 – Student Communication Log

*Access to view only the logs for a particular student that were created by the user.*

DP12 – Student Communication Log - Monitors

*Access to view all logs for a particular student but only the details of the logs created by the user.*

## **WOLF Profiles**

### WO10AC – All Center Access

*Access to Work Order Listing and Maintenance Budget for all centers with work order creation access only.*

### WO10A1 – Supervisor (Foreman)

*Access to Work Order Listing, Maintenance Budget, and Work Order Reports for all centers with all access.*

### WO10MC – Multi-Center Access

*Access to Work Order Listing and Maintenance Budget for the specified centers' work order creation access only.*

### WO10SP – Surplus

*Access to Work Order Listing, Work Order Labor Input, Work Order Labor Lookup, Maintenance Budget, and Work Order Reports with all access for surplus work orders, and creation access only for other work order types.*

### WO1001 – Work Order Input

*Access to Work Order Listing with work order creation access only.*

### WO1002 – Work Order Input and Budgeting

*Access to Work Order Listing and Maintenance Budget with work order creation access only.*

## **OASIS Profiles**

### AT80D1 - Fund Transfer - District Hiring

*Access to Job Openings and Fund Transfers with hiring authority for the entire district. **If you do not hold an administrative job title, Finance will also have to give approval for access.***

### AT80D2 – Fund Transfer – District Entry

*Access to Job Openings and Fund Transfers with entry only for the entire district.*

### AT800I – Application Listings – Inquire

*Access to Applicant Listings with inquire only access.*

### AT8001 – Fund Transfer – Hiring

*Access to Job Openings and Fund Transfers with hiring authority at specified center. **If you do not hold an administrative job title, Finance will also have to give approval for access.***

### AT8002 – Fund Transfer – Entry

*Access to Job Openings and Fund Transfers with entry only at a specified center.*

### AT801I – Applications District – Inquire

*Access to Applicant Listings with inquire only access as well as the District Audit Trail.*

## **Recommendation Profiles**

### HRR10U - Recommendation Employee List - School/Center

*Access to Recommendation Employee Listings at the specified center.*

## **GRADES Profiles**

### GBRA – GRADES Reports School Level

*Access to all reports in GRADES with School Administrative Rights.*

### GBRADM – GRADES Reports School Level Administrative

*Access to Teacher Gradebook Activity.*

### GBRATD – GRADES Reports School Level Attendance

*Access to all attendance related reports in GRADES with School Administrative Rights.*

### GBRI – GRADES Reports Teacher Level

*Access to teacher's reports.*

### GB001 – GRADES School Administrator / Principal Viewer

*View only access to the Gradebook Grid with Attendance Manager Access to the Attendance Grid and Attendance Manager.*

### GB002 – GRADES Teacher

*Update access to the teacher's Gradebook*

### GB002I – GRADES Teacher – Inquire Only

*Inquire Only access to the teacher's gradebook*

### GB003 – GRADES Manager

*Update access to the school's gradebooks for all teachers.*

### GB004 – GRADES Attendance Manager

*Attendance Manager access to both the Attendance Manager and the Attendance Grid.*

### GB006 – GRADES Eligibility/Schedule Viewer

*Access to the Student Eligibility/Schedule Lookup.*

## **Security and Setup Profiles**

### DPO2 – Student Group Setup

## **Student Performance Profiles**

### SP001 – School Student Performance

*Access to student exclusions at the school level.*

### SP002 – Teacher Student Performance

*Access to student exclusions for students assigned to the user.*

### SP004 – School Student Performance Scores

*Access to the student performance scores for employees at the school.*

### SP005 – Teacher Student Performance Score

*Access to the student performance score for the user.*