USER SECURITY PROFILE

NON-PUBLIC SCHOOLS

MSIS

Use this form to request Non-Public School MSIS access and permissions from OTSS.

Non-Public School Name: _____ District Number: _____

Type of User Request: ☐ New ☐ Modify ☐ Delete Requested effective date: _____

Employee Name: _____

Title: _____

Phone: _____ Email address: _____

Please indicate the permissions required:

Data Permissions	
☐ Non-Public School Personnel (Accreditation, Personnel, Course Section data) to upload files and view errors and reports	☐ Certify Personnel Data

_____ _____
Organization/School Director Signature   Date

_____ _____
Organization/School MSIS Primary Signature   Date

Send completed form to: mdeapps@mdek12.org

OTSS Office Use Only

Approved By: _____ Date: _____