

Security Authorization for MySchoolSask/MonÉcoleSask (General Form)

This form may be used to obtain a user ID and password to access the MySchoolSask/MonÉcoleSask (MSS/MÉS) as required at the Education Organization or Ministry of Education level.

Note: the Education Organization is defined in the *Registrar's Handbook for School Administrators* and supporting documents.

By signing this Security Authorization form, you agree to the following:

- you will not, without due authority, disclose any information which comes to your knowledge by reason of access to the MSS/MÉS system;
- you have read and agree to abide by the [Student Tracking Protocol](#) and the Ministry of Education [Information Security and Acceptable Use Policy](#); and,
- the Ministry of Education will monitor all system functions. By using the system, you expressly consent to such monitoring and are advised that if such monitoring reveals possible inappropriate use, system personnel may provide the evidence of such monitoring to ministry officials for follow-up.

USER INFORMATION (Please Print)																	
<input type="radio"/> New User		<input type="radio"/> Existing User		User ID:				<input type="radio"/> Inactivate Existing User									
				D	D	M	M	Y	Y	Y	Y						
Last Name:					First Name:												
Title or Organization Role:					Phone Number:												
Email:					Alternate Number:												
Signature:				Day	Mon	Year		Teacher Certification Number:									
								(required for all educators)									

(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)

EDUCATION ORGANIZATION INFORMATION													
<input type="radio"/> Add user (works at this organization)													
Education Organization:					7-digit Ministry Assigned Number (DAN):								
Address (Box/City/Town):													
<input type="radio"/> Remove user (no longer works at this organization)													
Education Organization:					7-digit Ministry Assigned Number (DAN):								
Address (Box/City/Town):													

Select the role within your organization for which you require access:

ROLE DEFINITIONS are found in the Security Management document on the L1 Information Station

Add	Remove		Add	Remove	
<input type="checkbox"/>	<input type="checkbox"/>	Admin Assistant – Attendance/On-Call	<input type="checkbox"/>	<input type="checkbox"/>	Landing Page Add-On (Level 2 support only)
<input type="checkbox"/>	<input type="checkbox"/>	Admin Assistant – Attendance Entry	<input type="checkbox"/>	<input type="checkbox"/>	Library User
<input type="checkbox"/>	<input type="checkbox"/>	Admin Assistant – Enrol Class	<input type="checkbox"/>	<input type="checkbox"/>	Ministry Support (Level 2)
<input type="checkbox"/>	<input type="checkbox"/>	Admin Assistant – Main Office Staff	<input type="checkbox"/>	<input type="checkbox"/>	Nominal Roll – Band/EA
<input type="checkbox"/>	<input type="checkbox"/>	Admin Assistant – SIS Admin (School Power User)	<input type="checkbox"/>	<input type="checkbox"/>	Nominal Roll – Division
<input type="checkbox"/>	<input type="checkbox"/>	Admin Assistant – SIS Clerk	<input type="checkbox"/>	<input type="checkbox"/>	Pages View Only
<input type="checkbox"/>	<input type="checkbox"/>	Assessment Add-On – Teacher	<input type="checkbox"/>	<input type="checkbox"/>	Parent/Guardian
<input type="checkbox"/>	<input type="checkbox"/>	At Risk Add-On – Division	<input type="checkbox"/>	<input type="checkbox"/>	Password Recovery – Division
<input type="checkbox"/>	<input type="checkbox"/>	At Risk Add-On – School	<input type="checkbox"/>	<input type="checkbox"/>	Password Recovery – School
<input type="checkbox"/>	<input type="checkbox"/>	Conduct Add-On – Division	<input type="checkbox"/>	<input type="checkbox"/>	Period Attendance Add-On
<input type="checkbox"/>	<input type="checkbox"/>	Conduct Add-On – Division (Read Only)	<input type="checkbox"/>	<input type="checkbox"/>	Registrar
<input type="checkbox"/>	<input type="checkbox"/>	Conduct Add-On – School	<input type="checkbox"/>	<input type="checkbox"/>	Report Card Profiles – Division
<input type="checkbox"/>	<input type="checkbox"/>	Conduct Add-On – School (Read Only)	<input type="checkbox"/>	<input type="checkbox"/>	Report Card Profiles – School
<input type="checkbox"/>	<input type="checkbox"/>	Conduct Add-On – Teacher	<input type="checkbox"/>	<input type="checkbox"/>	Resource Centre (FN and Ind Schools only)
<input type="checkbox"/>	<input type="checkbox"/>	Counsellor	<input type="checkbox"/>	<input type="checkbox"/>	Schedule Builder
			<input type="checkbox"/>	<input type="checkbox"/>	School Administrator



- Course Manager
- Detention Room Monitor
- Division Support (Level 1)
- Division Teacher Support
- Division User (Read Only)
- Division Developer
- Documents Add-On
- Fees Add-On – Division
- Fees Add-On – School
- Gradebook Add-On
- Gradebook Score Update Add-On - School
- Health View Add-On
- Health View Add-On – Read Only
- IIP Create, Read, Update – Division
- IIP Create, Read, Update – School
- IIP Create, Read, Update – Student Specific
- IIP Create, Read, Update, Delete – Division
- IIP Create, Read, Update, Delete – School
- IIP Create, Read, Update, Delete – Student Specific
- IIP Documents – Add-On
- IIP Read & Update – Division
- IIP Read & Update – School
- IIP Read & Update – Student Specific
- IIP Read – Division
- IIP Read – School
- IIP Read – Student Specific

- School Administrator (Grades Read Only)
- School Administrator (Read Only)
- School Support Roles
- SDS Audit
- SDS OnDemand Assessments
- SDS OnDemand Classes
- SDS OnDemand EAL
- SDS OnDemand Enrol
- SDS OnDemand Intensive Support
- Special Group User
- Staff Management Division
- Staff Management School
- Student
- Student Programs – School
- System Admin (Read Only) – (Level 2 or 3 support only)
- System Administrator – (Level 2 or 3 support only)
- Teacher
- Teacher – IIP Read Add-On
- Teacher – Read Only
- Teacher – Reduced Access
- Transcript Update Add-On – Division
- Transcript Update Add-On – School
- Transportation Manager/Clerk
- User Manager – Division
- User Manager Add-On – School Full
- User Manager Add-On – School Reduced

Authorization

School level – Security Administrator and Director of Education/Approved Program Supervisor (for Historical High Schools this refers to the Director, Independent Schools)
 Education Organization level – Security Administrator, Director of Education and Ministry of Education

Security Administrator/School User Manager

I have verified the role assigned is consistent with the level of access required by the user.

		Day	Mon	Year
Name _____	Signature <i>(electronic signature acceptable)</i> _____			

(I acknowledge that in accordance with *The Electronic Information and Documents Act, 2000*, my electronic signature has the same effect as a signature.)

Director of Education or designate / Approved Program Supervisor

		Day	Mon	Year
Name _____	Position _____			
Education Organization _____	Signature <i>(electronic signature acceptable)</i> _____			

(I acknowledge that in accordance with *The Electronic Information and Documents Act, 2000*, my electronic signature has the same effect as a signature.)

This form is to remain with the Education Organization or the Ministry of Education as required for auditing purposes.