



System Access Request Form: PERSONNEL/ PAYROLL

USER INFORMATION*		
First Name	Last Name	
schools.nyc.gov Email Address	Work Phone ()	
School Address	What level of access/profile do you need? If you don't know, write the name of a DOE employee who has the level of access that you need:	
PIN (e.g. pet's name, favorite city, favorite food)	<input type="checkbox"/> Enter one of the following (not applicable to Charter Schools) <input type="checkbox"/> Employee ID / Reference #	
Title	<input type="checkbox"/> EIS/FILE ID	
USER LOCATION (Select One)		
District, Borough, Number (e.g. 25Q123)		
<input type="checkbox"/> SCHOOL		
<input type="checkbox"/> CENTRAL/ OTHER Location Code		
PERSONNEL/ PAYROLL APPLICATION ACCESS		
<input type="checkbox"/> New Please accompany this form with a signed <u>Mayoral Directive</u>		
<input type="checkbox"/> Modify an Account Payroll User ID: _____	<input type="checkbox"/> Add Location <input type="checkbox"/> Change Location <input type="checkbox"/> Change Access Level	
	<input type="checkbox"/> Change Location or New Access Level Needed	
FROM _____	TO _____	
<input type="checkbox"/> Deactivate an Account	<input type="checkbox"/> Administrator's Request <input type="checkbox"/> No Longer at Site	
	<input type="checkbox"/> Other	
PAYROLL ACCESS LEVEL (Select One)		
<input type="checkbox"/> Timekeeper <input type="checkbox"/> Approver <input type="checkbox"/> Inquiry Only <input type="checkbox"/> EIS Ratings Profile: _____		
ACCESS PROFILE		
<input type="checkbox"/> EIS <input type="checkbox"/> EIS Ratings <input type="checkbox"/> Per Session (Pedagogic Only) <input type="checkbox"/> Per Diem		
SIGNATURES		
By receiving a User ID I accept the responsibility for its proper and official use. I have signed and submitted the Acknowledgment of Receipt of Mayoral Directive 81-2.		
User/ Requestor's Signature	DATE	
Principal/Supervisor Name (Print)	Principal/Supervisor Signature	DATE
Superintendent's Name (Print) (Required if access is for Principal)	Superintendent's Signature	DATE

Instructions

Before you complete this form, please:

1. Make sure that your Outlook email contact information reflects your correct location, name, phone number and job title. To update your Outlook profile: please use the following link

<http://idm.nycenet.edu/selfservice> or call the Help Desk at (718) 935-5100.

2. If you are requesting a new account, get the appropriate signature on the Mayoral Directive.

Then, email or fax both forms to:

systemsaccess@schools.nyc.gov

(718) 326-8140

Please allow 1-3 business days for your request to be completed. You will receive an email confirmation once access has been granted.

Find this form at:

<https://infohub.nyced.org/nyc-doe-topics/it/doe-systems/systems-access-requests>

Security Office Use Only	
PROCESSED BY	
ACCOUNT STATUS	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Submitted Mayoral Directive	<input type="checkbox"/> Yes <input type="checkbox"/> No
DATE ENTERED	
USER ID	
SCOPE/ ACCESS LEVEL	
INCIDENT#	INITIALS
NOTES	