



# DOE Application System(s) Access Request Form (SARF) ATS User ID Request

<i>Office use only</i>	
USERID	_____
Date	_____
Profile	_____
Processed By	_____
<input type="checkbox"/>	Mayoral Directive Submitted

*Please Print Clearly*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

District(s)/Borough(s)/School(s) (e.g., 10X045) \_\_\_\_\_

DOE Email Address \_\_\_\_\_ Phone # ( \_ \_ ) \_\_\_\_\_

School/Office Address \_\_\_\_\_

DOE Job Title \_\_\_\_\_

Current User ID for ATS \_\_\_\_\_

<b>Request for:</b>	
<b>New User</b> <input type="checkbox"/>	<b>Modification</b> <input type="checkbox"/>
<b>Change of Location</b> (e.g., 25Q123)	<b>Deactivation</b> <input type="checkbox"/> Reason for Deactivation: _____
<b>From</b> _____	<b>To</b> _____

<b>ATS Access Category</b>		
<input type="checkbox"/> Admit/Discharge/Bio Updates/Reports	<input type="checkbox"/> ESPA/MSPA	<input type="checkbox"/> Transportation
<input type="checkbox"/> Bio Updates/Reports/No Admits or Discharges	<input type="checkbox"/> Download	<input type="checkbox"/> HRSS Reports
<input type="checkbox"/> Attendance Updates/Reports	<input type="checkbox"/> Health Updates	<input type="checkbox"/> FasTrack
<input type="checkbox"/> View Only/Reports/No Updates	<input type="checkbox"/> Other (Specify) _____	

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Name (Please print) \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

ISC/Office Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please sign and attach the signed \*\*Mayoral Directive (pg. 3 of 3) and fax to your CFN's Technology Liaison.**

\*\* Multiple access requests require only (1) one Mayoral Directive (pg. 3 of 3) \*\*



# DOE Application System(s) Access Request Form (SARF) STARS User ID Request

*Office use only*  
**USERID** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Profile** \_\_\_\_\_  
**Processed By** \_\_\_\_\_  
 **Mayoral Directive Submitted**

*Please Print Clearly*

**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_

**District(s)/Borough(s)/School(s)** (e.g., 10X045) \_\_\_\_\_

**DOE Email Address** \_\_\_\_\_ **Phone #** ( \_ \_ \_ ) \_\_\_\_\_

**School/Office Address** \_\_\_\_\_

**DOE Job Title** \_\_\_\_\_

**Current User ID for HSST** \_\_\_\_\_

**Request for:**

**New User**  **Modification**  **Deactivation**  Reason for Deactivation: \_\_\_\_\_

**Change of Location** (e.g., 10X045) **From** \_\_\_\_\_ **To** \_\_\_\_\_

**HSST/STARS Access Category**

(More than one can be requested)

- |                          |                               |                                   |
|--------------------------|-------------------------------|-----------------------------------|
| _____ Principal          | _____ Program Chair           | _____ Transcript Administrator    |
| _____ Guidance Counselor | _____ Program Chair Assistant | _____ Transcript Editor           |
| _____ Grade Advisor      | _____ Scheduling User         | _____ Transcript User (View Only) |
| _____ Grade Editor User  | _____ Grade User (View Only)  | _____ Teacher                     |

**Central or Regional Users Only**

- \_\_\_\_\_ Client User (View Only)      \_\_\_\_\_ Web User (View Only)

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Principal's Name (Please print)** \_\_\_\_\_

**Principal's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Office Supervisor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please sign and attach the signed \*\*Mayoral Directive (pg. 3 of 3) and fax to your CFN's Technology Liaison.**

\*\* Multiple access requests require only (1) one Mayoral Directive (pg. 3 of 3) \*\*



# DOE Application System(s) Access Request Form (SARF)

## PERSONNEL/PAYROLL User ID Request

*Office use only*  
**USERID** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Profile** \_\_\_\_\_  
**Processed By** \_\_\_\_\_  
  
**Mayoral Directive Submitted**

*Please Print Clearly*

**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_ **SS #** \_\_\_\_\_

**District(s)/Borough(s)/School(s)** (e.g., 10X045) \_\_\_\_\_

**DOE Email Address** \_\_\_\_\_ **Phone #** ( \_ \_ ) \_\_\_\_\_

**School/Office Address** \_\_\_\_\_

**Mother's Maiden Name** \_\_\_\_\_ **DOE Job Title** \_\_\_\_\_

**Current User ID for PERSONNEL/PAYROLL** \_\_\_\_\_

**Request for:**

**New User**  **Modification**  **Deactivation**  Reason for Deactivation: \_\_\_\_\_

**Change of Location** (e.g., 10X045) **From** \_\_\_\_\_ **To** \_\_\_\_\_

**\*Personnel/Payroll Access Category**

**Access Level:** \_\_\_\_\_ School \_\_\_\_\_ ISC \_\_\_\_\_ Central \_\_\_\_\_ Outside Agency  
 \_\_\_\_\_ EIS \_\_\_\_\_ HRS \_\_\_\_\_ SSIP \_\_\_\_\_ PERS \_\_\_\_\_ PDPS \_\_\_\_\_ APRL \_\_\_\_\_ Other (Specify) \_\_\_\_\_

**Profile:** \_\_\_\_\_ Enter Only \_\_\_\_\_ Approval \_\_\_\_\_ Inquiry Only

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Principal's Name (Please print)** \_\_\_\_\_

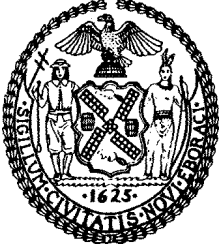
**Principal's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**ISC/Office Supervisor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please sign and attach the signed \*\*Mayoral Directive (pg. 3 of 3) and fax to your CFN's Technology Liaison.**

\*\* Multiple access requests require only (1) one Mayoral Directive (pg. 3 of 3) \*\*

**CITY OF NEW YORK**

 <b>S</b> YSTEMS SECURITY STANDARD	<b>Title:</b> Acknowledgment Of Receipt Mayoral Directive No. 81-2 Compliance: Mandatory	<b>Number</b> 002
		<b>Date Issued</b> 9/1/81
		<b>Page</b> 1 of 3

THE CITY OF NEW YORK  
OFFICE OF THE MAYOR  
NEW YORK, N.Y. 10007

**DIRECTIVE TO ALL HEADS OF AGENCIES AND DEPARTMENTS**

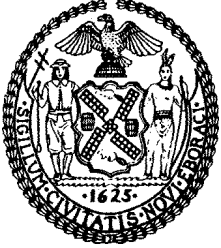
No. 81-2  
JUNE 24, 1981

**ELECTRONIC DATA PROCESSING SECURITY  
STATEMENT OF POLICY**

The City of New York relies heavily on its electronic data processing ("EDP") systems to meet its operational, financial and informational requirements. It is essential that these systems be protected from misuse and that both the computer systems and the data that they process be operated and maintained in a secure environment. The Office of Operations and the Department of Investigation are directed to work closely with agency heads, heads of information services and Inspectors General to ensure that this is accomplished and that observations of computer fraud and misuse are reported in accordance with the requirements of Executive Order No. 16 (1978).

1. All use of City owned or leased computer systems must be for officially authorized purposes only. Agency heads shall be responsible for the proper authorization of computer utilization by their agencies and the establishment of effective use.
2. The Commissioner of Investigation shall establish City-wide standards for EDP security to ensure that programs, data files and data communications as well as City computer systems are used in compliance with this Directive.
3. The use of City computer systems for non-City consulting work or other unofficial purposes is prohibited without the written approval of the responsible agency head and the consent of the Corporation Counsel.
4. The sale of City computer system time to persons or organizations other than city employees or agencies is prohibited without the prior written approval of the responsible agency head and the consent of the Corporation Counsel.

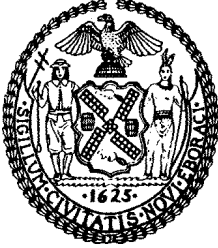
**CITY OF NEW YORK**

	<b>S</b> YSTEMS SECURITY STANDARD	<b>Title:</b>  Acknowledgment Of Receipt Mayoral Directive No. 81-2 Compliance: Mandatory	<b>Number</b> 002
			<b>Date Issued</b> 9/1/81
			<b>Page</b> 2 of 3

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5. All computer programs and data in City computer systems and data libraries are for the sole use of the City. All computer programs and data developed for the City by consultants to the City or provided to consultants for use in conjunction with programs or data developed for the City are the property of the City and must be promptly returned to the City upon project completion or termination, unless requested prior thereto by the agency head or the agency head's designee.
6. Copies of any programs or data may only be released from City computer systems upon written authorization of the agency head or the agency head's designee.
7. Effective immediately, all information services, contracts, leases, licenses or other information services agreements entered into by the City shall contain a provision, approved as to form by the Corporation Counsel, advising information services vendors of the City's retained property rights with respect to its information systems, programs and data and the City's requirements for EDP security, including data maintenance and return.
8. Passwords and other EDP security procedures shall be protected by individual users from unauthorized use or disclosure.
9. Employees whose employment is terminated shall return all City property and equipment used in connection with City computer systems. Such items as keys, identification cards and badges, portable computer and communications equipment, manuals and documentation and other materials shall be returned to the individual employee's supervisor prior to the last day of active employment. It is recommended that agency heads refer to "*Systems Security Standard No. 116*", a copy of which is attached to this Directive, on this subject.
10. A violation of procedures established pursuant to this Directive may result in the initiation of disciplinary procedures. Misuse of government property, including programs and data, may also be punishable by fine or imprisonment or both.
11. All City employees and vendors to the City are hereby directed to remove immediately all unofficial data files and programs from City computer systems. Questions concerning the appropriateness of a data file or computer program shall be directed to the individual employee's supervisor or to the responsible agency head.
12. This Directive shall take effect immediately.

CITY OF NEW YORK

 <b>S</b> YSTEMS SECURITY STANDARD	<b>Title:</b> Acknowledgment Of Receipt Mayoral Directive No. 81-2 Compliance: Mandatory	<b>Number</b> 002
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I \_\_\_\_\_ have received a copy of Mayoral Directive 81-2 which defines the City of New York's computer usage and data security policy.

I understand that City computers, computer programs and computerized data are substantial City assets and that their use must be only for official City work. Further, I understand that any rights that I may have to use these assets will cease upon my leaving City service, whether by resignation or adverse termination procedure, and that failure to comply with Directive 81-2 will be cause for disciplinary or criminal action to be initiated against me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date