

**REQUEST FOR USER ACCESS TO TEAMS Student Module, Time Cards and Employee Demographics**

This form is to be used to request access to the TEAMS programs and Seguin ISD database for student programs: grades, attendance, schedules, enrollment/demographics, discipline, health, transcripts, special programs and reports. Please complete this form and return to the PEIMS coordinator. It will be processed as soon as it is approved by the Asst Supt of Information Systems and Instructional Technology and Asst Supt of Human Resources.

Date: \_\_\_\_\_ Campus: \_\_\_\_\_ Dept.: \_\_\_\_\_

User Name: \_\_\_\_\_ New \_\_\_ Existing \_\_\_

User ID: \_\_\_\_\_ (Complete only if current user) Title: \_\_\_\_\_

Time Card Maintain \_\_\_ Lookup \_\_\_

Employee Demog Records Maintain \_\_\_ Lookup \_\_\_

Student Attendance Maintain \_\_\_ Lookup \_\_\_

Student Enrollment/Demog Maintain \_\_\_ Lookup \_\_\_

Student Grading Maintain \_\_\_ Lookup \_\_\_

Student Schedules Maintain \_\_\_ Lookup \_\_\_

Student Transcripts Maintain \_\_\_ Lookup \_\_\_

Student Discipline Maintain \_\_\_ Lookup \_\_\_

Student Health Maintain \_\_\_ Lookup \_\_\_

DB Visualizer (CO Staff) \_\_\_\_\_ Crystal Reports (CO Staff) \_\_\_\_\_

Special Prog – Please specify program and indicate: Maintain \_\_\_ Lookup \_\_\_

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Reports – Please specify the reports needed: District \_\_\_ Campus \_\_\_

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Director/Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Asst. Supt of Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Asst. Supt of Info. Systems and Inst.Tech: \_\_\_\_\_ Date: \_\_\_\_\_

PEIMS Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_