

TEDS (Technical Education Database System) Access Request

Attendance at Mandatory Training Required Prior to Receipt of TEDS UserID

For access to the web-based Technical Education Database System (TEDS):

- Print, complete and sign the form on page 3. This form must also be signed by the supervisor of the requesting user.
- Be sure to retain a copy of the signed form for school records.
- Follow the provided instructions for completing each field.
- Incomplete forms will not be processed or returned.
- UserIDs are unique and **must not** be shared.
- UserID will be provided during training session.
- All information provided will be used to assign access to the TEDS database and will not be shared with any other person or agency.

Email scanned form to Claude Christian

claude.christian@education.ky.gov

Notification will be provided by email when the UserID Request is received

Any questions or problems may be directed to Claude Christian at the above email or by phone at (502) 564-4286.

INSTRUCTIONS FOR COMPLETING A USERID REQUEST FORM

The information requested must be provided for the person to whom the userid will be assigned. Please fill out a separate form for each requested userid.

LAST NAME, FIRST NAME, MIDDLE INITIAL: This should be the person's **legal** name. Please do not use nicknames. Be sure to provide the middle initial.

LOCATION: Please provide the location of the staff person's primary workspace. A school/office name and city will be sufficient

POSITION: Please provide the staff person's position or work title.

MY LOCATION: Select School or District to designate your primary work location.

School level staff persons whose **primary workstation is in the school**, place a check next to "school" and list the full name of each school on a separate line. It is not necessary to list the district name.

NOTE: Do not list the feeder schools that send students to your institution. The staff person will have access to the student data for each institution on his/her individual list. Staff will not be given access to schools from another agency.

District level staff persons whose **primary workstation is in the district**, place a check next to "district" and list the full name of each school on a separate line. It is not necessary to list the district name.

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FORMS WILL NOT BE PROCESSED IF INCOMPLETE OR IF EITHER SIGNATURE IS MISSING

ROLE/RESPONSIBILITY: The following access levels are available:

ROLE	Access Level
<p>Secondary School Administrator – FULL</p> <p><i>(max five users per location)</i></p> <p><i>Access Limited to:</i> District, High School, ATC, CTC, Middle School, LAVEC</p>	<ul style="list-style-type: none"> ○ Select School screen ○ Student Search screen ○ Career Readiness screen ○ Program Sections <ul style="list-style-type: none"> ▪ Section List ▪ Edit Section screen ▪ Termination screen ▪ KOSSA Registration Screen ▪ Aggregate Screen ○ Companies screen ○ My Account screen ○ My School screen ○ Downloads documents ○ Add New Enrollment function in TEDS disabled <i>(students added by import from IC only)</i>
<p>Secondary School Administrator – READ ONLY</p> <p><i>(unlimited users per school)</i></p>	<p>Same as Secondary School Administrator – FULL</p> <p><i>With the following limitations:</i></p> <ul style="list-style-type: none"> ○ CANNOT edit
<p>Other School Administrator – FULL</p> <p><i>(Postsecondary ONLY)</i></p>	<p>Same as Secondary School Administrator – FULL</p> <p><i>With the following additional rights:</i></p> <ul style="list-style-type: none"> ○ Add New Enrollment in TEDS ○ Can see SSN on screens in TEDS
<p>Other School Administrator – READ ONLY</p> <p><i>(Postsecondary ONLY)</i></p>	<p>Same as Other School Administrator – FULL</p> <p><i>With the following limitations:</i></p> <ul style="list-style-type: none"> ○ CANNOT Add New Enrollment in TEDS ○ CANNOT see SSN on screens in TEDS ○ CANNOT edit
<p>REPORTS ONLY</p> <p><i>(unlimited users per school)</i></p>	<ul style="list-style-type: none"> ○ Can only print <u>aggregate</u> reports <ul style="list-style-type: none"> ▪ CANNOT see individual student data. Cannot see student level data ▪ CANNOT run Class List Report ▪ CANNOT run Duplicate Federal Indicator Report

AGREEMENT: Read and initial next to each statement to acknowledgement understanding of expectations for TEDS users.

SIGNATURE OF USER/DATE: The staff person for whom the userid is being requested must sign and date the form.

PRINT User Name: Print user name legibly

SIGNATURE OF SUPERVISOR/DATE: The supervisor for the staff person **must** sign and date the form.

PRINT Supervisor's Name: Print Supervisor name legibly

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OFFICE USE ONLY
Train Date: _____
Role: _____

**KENTUCKY DEPARTMENT OF EDUCATION
CAREER AND TECHNICAL EDUCATION
REQUEST FOR USERID and TEDS ACCESS**

scan and e-mail signed form to:
Claude Christian
Career and Technical Education
claude.christian@education.ky.gov

Attendance at Mandatory Training Required Prior to Receipt of TEDS UserID/Password

Please assign a UserID to access the Technical Education Database System (TEDS) to:

PRINT or TYPE ALL INFORMATION	PRINT or TYPE ALL INFORMATION	PRINT or TYPE ALL INFORMATION
Last Name: _____	First Name: _____	Middle Initial: _____
Location: _____	Position: _____	
Email address: _____	Phone: (_____) _____	
<p>I AM REQUESTING THE FOLLOWING ROLE: Write the role being requested for this user (see previous page for role definitions)</p> <p style="text-align: center;">_____</p> <p style="text-align: center; color: red;">NOTE: Requested role NOT guaranteed. Access will be granted in accordance with the identified parameters</p>		

I request access to data for the following schools. Attach an extra sheet if more room is needed. **Do not list feeder schools**

my location (Check one)	list full name of individual schools	my location (Check one)	list full name of individual schools
<input type="checkbox"/> SCHOOL DISTRICT		<input type="checkbox"/> SCHOOL DISTRICT	
<input type="checkbox"/> SCHOOL DISTRICT		<input type="checkbox"/> SCHOOL DISTRICT	

Please read and initial each line

- I understand that if my UserID remains inactive for 120 or more, my account will be locked out. I further acknowledge that should my UserID be locked a second time due to inactivity, I will be required to attend a full training in order to regain access to TEDS.
- I understand that I am required to attend a full training session **every two years** as scheduled by the TEDS State Coordinator in order to gain and maintain access.
- I understand that assignment of a UserID may allow access to confidential information and/or records so that I may perform my specific job duties. I further understand and agree that I am not to disclose confidential information and/or records without the prior written consent of the appropriate authority(s) in the Cabinet for Workforce Development, Department for Technical Education.
- I understand that all UserID/passwords are unique and that I am solely responsible for all information obtained using my unique identification. At no time will I allow the use of my UserID/password by any other person.
- I understand that accessing or releasing confidential information and/or records on myself, other individuals or clients, constitutes a violation of this agreement and may result in disciplinary action taken against me up to and including dismissal and/or prosecution as provided by state or federal law. Complete information concerning unlawful access to a computer, confidential treatment of reports and records and the penalties for misuse of the information can be found in the KRS 434.840 through 434.860, KRS160.700 through 160.730 and 20 USC §1232g and 5 USC §552a.
- By requesting assignment of a UserID to access the TEDS database I agree to abide by the relevant laws, regulations and policies concerning access, use, maintenance and disclosure of confidential information and/or records which shall be made available to me through assignment of said UserID. I further agree that I am responsible for the confidentiality of all information that has been issued to me in confidence.

User's Signature	Date	Supervisor's Signature	Date
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PRINT User's Name	PRINT Supervisor's Name
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