Human Resources Modules Account Authorization

Participation in the Human Resources Module requires creation of a DISTRICT VMS username/password with OECN_USPS access to the district and read/write file access to the USPS data files. The Kiosk will use this username to access data on the employee's behalf. MVECA will create the account and provide the username/password to the SSDT.

SCHOOL DISTRICT REQUIREMENTS

In order to participate in the Kiosk, employees must have an email address entered in the biographical information for employees who are using the Kiosk. This is critical for the security of the self-registration process. An employee can only access the Kiosk if the school has entered an email address. The employee can only gain access to a registration password by opening the mail sent to the address.

This form will serve as authorization for MVECA to create a district account for the HR Kiosk.

DISTRICT NAME DISTRICT IRN

TREASURER EMAIL ADDRESS

EMAIL ADDRESS OF KIOSK ADMINISTRATOR *(provide an email address to use as the kiosk administrator for the district. This will be used as the "from address" for email created by the self-registration process. This is someone who will help district staff resolve issues with the kiosk login)*

EMAIL ADDRESS OF LEAVE ADMINISTRATOR *(provide an email address of the individual that will act as the "leave" administrator for the district. This individual will have final approval authority (doesn't necessarily approve leave but approves that the leave is posted in USPS) over leave requests and the ability to export data to USPS; usually the payroll staff that posts leave in ATDSCN*)

EMAIL ADDRESS OF IPDP ADMINISTRATOR (*provide an email address of the individual that will act as the administrator of the Individual Professional Development Plan Administrator. This individual will setup the IPDP)*

Treasurer's Authorization **Date**

Revised 8/2022