**Synergy@APS Access Authorization Form**

**Please fax completed form to the Office of Enterprise Solutions at (703) 228-6186.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name/Position:** | | |  | | | | |  | | |
| **Supervisor Name/Position:** | | |  | | | | |  | | |
| **Email Address:** | | |  | | | | |  | | |
| **Network Login ID:** | | |  | | | | |  | | |
| **Phone:** | | |  | | | | |  | | |
| **Existing User:** | | | **Yes** | | | | | **No** | | |
|  | | | | | | | | | | |
| **Profile** | | | | **√** | | **Buildings(s)** | | | | |
| Activities | | | |  | |  | | | | |
| Assistant Principal Elementary | | | |  | |  | | | | |
| Assistant Principal Secondary | | | |  | |  | | | | |
| Attendance Clerk | | | |  | |  | | | | |
| Attendance Improvement Plan | | | |  | |  | | | | |
| Central Office Staff | | | |  | |  | | | | |
| Director of Counseling without Discipline | | | |  | |  | | | | |
| Director of Counseling | | | |  | |  | | | | |
| Economically Disadvantaged | | | |  | |  | | | | |
| Elementary Counselor | | | |  | |  | | | | |
| Elementary Office Staff | | | |  | |  | | | | |
| Elementary Teacher | | | |  | |  | | | | |
| Executive Leadership Team | | | |  | |  | | | | |
| Extended Day | | | |  | |  | | | | |
| Guidance Intern | | | |  | |  | | | | |
| Lockers | | | |  | |  | | | | |
| Nurse/Clinic Aide | | | |  | |  | | | | |
| Principal Elementary | | | |  | |  | | | | |
| Principal Secondary | | | |  | |  | | | | |
| Registrar | | | |  | |  | | | | |
| Second Chance | | | |  | |  | | | | |
| Secondary Counselor | | | |  | |  | | | | |
| Secondary Teacher | | | |  | |  | | | | |
| SPED Teacher | | | |  | |  | | | | |
| *Profile Not Defined (Explain)* | | | |  | |  | | | | |
|  | | | | | | | | | | |
| **Employee Signature** | |  | | | | | | | **Date** |  |
| **Supervisor/Principal Signature** | | |  | | | | | | | |
| **Assistant Superintendent Signature (if required)** | | | | |  | | | | | |
| ***Note: Please call the Information Services Help Center at 703-228-2847 if you have any questions.*** | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
| **For ES Use Only:** | | | | | | | | | | |
| **Date Received** |  | | | **User Notified** | | |  | | | |
| **Processed By** |  | | | **Training Notified** | | |  | | | |