

H/CCA

7615 Harrison Avenue, Cincinnati, Ohio 45231

Phone: (513)728-7997 Fax: (513)931-7202 or email to [accessforms@hccanet.org](mailto:accessforms@hccanet.org)

**STUDENT SERVICES  
USER ACCESS REQUEST FORM**

Request Date: \_\_\_\_\_

Type of Request: New User

Modify Existing User

Delete Existing User

Login User Name \_\_\_\_\_

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

Last Name (Please Print) \_\_\_\_\_

User Name \_\_\_\_\_

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

District \_\_\_\_\_

School/Building \_\_\_\_\_

Telephone # \_\_\_\_\_

Email Address \_\_\_\_\_

**By my signature, I accept the policies and procedures of HCCA. Last four digits of Social Security Number are required to receive your password.**

User Signature \_\_\_\_\_

Last Four Digits SSN# \_\_\_\_\_

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

DASL --- DASL accounts are maintained via CA Unicenter Help Desk ONLY. DASL administrators may request DASL security roles.  
PROGRESS BOOK --- Progress Book accounts are maintained via CA Unicenter Help Desk ONLY. Progress Book administrators may request security roles for the teacher gradebook. Special Education supervisors may request security roles for the SpS module.  
EMIS-R --- EMIS-R accounts (LEA collector, LEA Submitter, LEA reviewer) may be requested on a separate form and must be approved by the district Superintendent.

**EMIS** (check all that apply)

ODE EMIS Web Reports -- Reports received from ODE (no SSID/name link)

SSID Web Reports (SECURE) – Reports containing student name and SSID

EMIS Coordinator – Person responsible for coordination and submission of EMIS data to ODE

EMIS Flat File Editor Role – Ability to create EMIS data files not in USPS or DASL for submission to ODE

SSID Administrator – Person who requests SSID numbers for students from IBM

D3A2 -- Data analysis tool for districts

EMIS Web -- Viewing historical EMIS data

**HCCA USE ONLY:**

USERNAME: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

DISTRICT CODE: \_\_\_\_\_

Comments: \_\_\_\_\_