Print Form

High School Grant Delivery System (GDS) - Web Grants User Access Request Form

KEEP THIS FORM READILY ACCESSIBLE AT YOUR HIGH SCHOOL; DO NOT RETURN TO CSAC.

I. High School Section

High School Name	
College Board Code	CDS Code

II. Personal Information Section *(to be completed by person requesting access)*

Name *(Last, First, Middle Initial)*

Special Identifier *(Check only one; limited to nine alpha-numeric characters)*

- ☐ Mother's Maiden Name
- ☐ Pet's name
- ☐ Favorite food
- ☐ Model of your first car (ie, Mustang)

_____

I certify that I have received and reviewed all security and confidentiality policies pertaining to the use of the Commission's Grant Delivery System - Web Grants.

Signature	Title	Date

E-mail Address	*Telephone Number*	*Fax Number*

III. Access Request and High School Certification Section *(to be completed by verifying System Administrator).*

Date Request Submitted	Effective Date Requested

New	If Changing System Administrator, then a System Administrator User Access Request form needs to be filled out.	Delete	User ID (8 chars max)
☐		☐	_____

I certify that I am the System Administrator and that I have reviewed all security and confidentiality policies pertaining to the use of the Commission's Grant Delivery System - Web Grants.

GPA	None	Read	Write
Upload GPA's	☐	☐	☐
File Upload GPA's	☐	☐	☐
Add GPA's	☐	☐	☐
Change/View GPA's	☐	☐	☐

School Info	None	Read	Write
Contact Information	☐	☐	☐
Search	☐	☐	☐
Data Transfer			
File Upload	☐	☐	☐
Report Download	☐	☐	☐

Signature of System Administrator	Name of System Administrator-print or type	Date

How to fill out the User Access Request Form

A separate form should be filled out for each individual user requesting access and all forms will remain on file at the high school.

I. High Section: (All fields required)

- Fill in the high school's name, and College Board Code or CDS Code.

II. Personal Information Section: (All fields required)

- Enter Last, First and Middle Initial of the individual requesting access.
- Requestor must enter a 9 alpha-numeric **Special Identifier**, which will be used to verify the identification of the person needing access. Special Identifiers are limited to: your Mother's Maiden Name, your Pet's name, your favorite food or the model of your first car.
- Each individual user must sign the form and certify that all security and confidentiality policies have been received and reviewed.

III. Access Request and High School Certification Section: (All fields required)

- Provide the date the form was completed.
- Check the appropriate box:

  New access - Your High School System Administrator will process your security form.
  Change/Delete -Your High School System Administrator will make the appropriate changes to your account.

  NOTE: When calling the Help Desk for assistance, you must provide your Special Identifier to verify your identity. Passwords and Ids will NOT be released without this confirmation.
- Enter the name, title, phone number, and fax number and e-mail address of the high school's System Administrator.
- The high school's System Administrator MUST sign the form.

Retain each individual's completed form at the institution.

Do not return these forms to the Commission.