

Infinite Campus Rights Request Form - Licensed Employees

School-based users will automatically be added to Infinite Campus and granted default roles based upon their position code. Users will automatically be removed from current access when their location or position code changes. This form should be used when additional or changes to existing rights are necessary.

1. Instructions: Save completed form and have site administrator email it to: ICSEC@interact.ccsd.net
Please note, only emailed forms can be processed
Direct any questions regarding this form to User Support Services at: 702-799-3300, option 2

2. User Information:

Last Name:	School/Depart. Name:
First Name:	Location Code:
Middle Initial:	Telephone Number:
Job Title:	Employee ID:

3. Please mark which option(s) best apply:
CCSD Employee (if transferring from another CCSD location, please specify prior location code):
Contracted or Temporary Staff
Charter School Employee

<p>4. Please check applicable Rights option(s):</p> <p>Scheduling:</p> <p>Add Delete Master Scheduler – Full access to Scheduling Module with rights to scheduling group, request wizard, roster copy, fill counselor, etc.</p> <p>Add Delete Scheduling Wizard (Secondary) – Full access to master schedule builder, course planner, staff planner, with ability to build and load sections.</p> <hr/> <p>Attendance:</p> <p>Add Delete Attendance – Ability to add and edit attendance data.</p> <p>Add Delete Attendance Wizard – Includes full module rights and ability to mass change attendance at the school level.</p> <hr/> <p>Portal Liaison:</p> <p>Add Delete Portal Liaison – Ability to determine parent and student account status and assist with setting up Campus Portal Accounts.</p> <hr/> <p>Building Communications:</p> <p>Add Delete Building Communications – Full access to User Communications and Messenger for Infinite Campus System and Portal (Note: this will additionally provide Administrative access to ParentLink).</p> <hr/> <p>Athletics:</p> <p>Add Delete Athletic Info – School-level athletic staff - access to Athletic Info tab, Bus Requests, and school Read-Only access.</p> <p>Add Delete Athletic Admin – District-level access to Athletics tab, Behavior, Bus Info, and central-office Read-Only access.</p>	<p>Census: *Limit number per site, as employee data will be included in this module.</p> <p>Add Delete Census – Ability to add persons, assemble households, modify relationships, and enroll students.</p> <p>Add Delete Census Wizard – Access to perform three-step process to assemble new or existing household, edit members, and define/modify relationships.</p> <p>Add Delete Census Ready Only – Ability to add persons, assemble households, modify relationships, and enroll students.</p> <hr/> <p>Behavior: *Limited number per site, as victims, witnesses, and other sensitive data is included in this module.</p> <p>Add Delete Behavior Management – Full access to Behavior module including incidents, resolutions, behavior letters, and reports.</p> <hr/> <p>Teacher Power User:</p> <p>Add Delete Teacher Power User – Proficient user of the Infinite Campus Instruction Module (Grade Book, Attendance, and Planner) and serves as on-site mentor for teacher use of system.</p> <hr/> <p>Building/Ad Hoc Super User:</p> <p>Add Delete Building/Ad Hoc Super User – Ability to view all modules utilized at the school level.</p>
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Comments: This section should be used to communicate groups not listed on this form or to provide other directions for action.