INFORMATION TECHNOLOGY SYSTEMS
3855 Lucas and Hunt Rd
St. Louis, Mo 63121
If you have questions, please call or E-mail the Help Desk at 314-594-7288 or HelpDesk@ogden.org

Please choose Action:
- New User
- Delete User
- Change Permissions

SIS Adult Application

Building/Office:_____Date: _____

Name _____ Password_ (*Must be at least 8 characters – letters and numbers*)

Signature_____
(*By signing you agree to abide by the rules of the Acceptable Use Policy*.)

FOR ADMINISTRATOR USE ONLY

Assignments, Positions or Duties

District Offices	Secondary/Elementary Schools	Other
Superintendent	Principal	Americorp
Asst Superintendent	Asst Principal	Specialist - Specify:
Executive Director	Admin Secretary	Fed Grants
Director	Secretary	Gang Prevention
Coordinator	Financial/Bookstore	Inst Coach
Administrator	Media Specialist	PBIS Behavior
Supervisor	Registrar	Attendance Tracker
Administrative Asst	Counselor	Community Liaison
Secretary	Teacher	CROSS
Clerk	Spec Ed Teacher	TRIO
SS Team Member	Site Tech	
S/H Pathologist	Food Service	Other: Please Identify
Psychologist	Maintenance	
Therapist	Resource Office	
Nurse	ALS Coordinator	
Maintenance	ROTC	
Technology		
Staff Assistant - Please specify:	Staff Assistant - Please specify:	

Yes No **Grant an SIS account**

Administrator's Signature _____ Date _____

***Administrator, your signature authorizes these rights and you agree to accept all the implications of FERPA associated with those rights.*

FOR ITS OFFICE USE ONLY

SIS Account _____ Web Rights _____

Desktop Rights _____