SYSTEM ACCESS REQUEST FORM
STUDENT PROFILE

Completing this form

Please complete the Systems Access Request Form by answering all questions on the form. Required items are annotated with an asterisk (*). Information provided is primarily used to grant you access to the specified applications and will not be used for any other purpose.

Submitting your Application Request

Once completed and signed, email or fax the form, along with the signed Mayoral Directive, to the Office of Academic Policy and Systems (OAPS): oaps@schools.nyc.gov . Your account should be processed within one week.

After submitting your request

Ensure that your outlook contact information reflects your correct location, name, phone number, and job title. Update your outlook information here: https:dir.nycenet.edu/CentralSelfService or call the Help Desk at 718 935-5100.

SYSTEM ACCESS REQUEST FORM

STUDENT PROFILE

Central Users (*non-school, district, or BFSC*) staff should use this form to request access to Student Profile (http://nycenet.edu/studentprofile). Email completed form and Mayoral Directive to OAPS@schools.nyc.gov.

USER INFORMATION

FIRST NAME	LAST NAME
DOE EMAIL (JDOE@schools.nyc.gov)	PHONE NUMBER ( )
TITLE	

USER LOCATION (Select One)

☐ CENTRAL **OFFICE/TEAM**
 (U)

STUDENT PROFILE APPLICATION ACCESS

REQUEST TYPE (Select One)

☐ Activate Account	Please accompany this form with a signed Mayoral Directive (http://bitly.com/DOEESSP)
☐ Deactivate Account	**REASON (Select One)** ☐ Admin Request ☐ System Abuse ☐ Other

SIGNATURES

By receiving a userID I accept the responsibility for its proper and official usage. I have signed the Acknowledgment of Receipt of Mayoral Directive 81-2.

User/ Requestor's Signature		DATE
Supervisor's Name (Print)	Signature	DATE