UPON COMPLETION, THIS FORM IS STRICTLY CONFIDENTIAL

Security Form – E1B "Textbook Services" Access
Western New York Regional Information Center

PART A – Authorized SCHOOL ADMIN User

Complete this section to identify the person who requires authorized access to the E1B "Textbook Services" application. The authorized user MUST **review** Parts B and C of this form **and sign** the "Acceptable Use" policy on the reverse side, in **Part C.**

School District /LEA _____BEDS Code_____

Last Name_____First Name_____MI_____

Telephone #_____Building_____

Position Title_____Birth **day** date _____ | For Example: 06 |

School Address_____City_____

Zip code _____ Work email address _____

Minimum Grade Level_____ - Maximum Grade Level_____

CHECK ONLY ONE

☐ **Primary Textbooks User** - The name you need printed on your textbook orders. Primary Non-Public School user authorized to have access to the Erie 1 BOCES Textbook Web Application.

☐ **Secondary Textbooks User -** Secondary Non-Public School user authorized to have access to the Erie 1 BOCES Textbook Web Application.

PART B – Procedure for assigning User ID and Password. Please read.

If the requestor currently has a WNYRIC User ID (current work e-mail address) for other E1B/WNYRIC applications, the user will be given access to the E1B "Textbook Services" application using his/her WNYRIC User ID.

If the user does NOT currently have a WNYRIC User ID, the work e-mail address from **Part A** of this form will become the WNYRIC User ID for the authorized user and a temporary password will be created by the WNYRIC. An automated e-mail will be sent to the user with that temporary password. The e-mail will contain instructions for creating a more permanent password and "password reset" questions to be used if the authorized user forgets his/her password.

Passwords created for, and by authorized users, are secure information to be used for the purpose of allowing each individual user, **and only that user**, to use the WNYRIC User ID and the computer privileges associated with it.

If the authorized user forgets his/her password, the authorized user will be able to establish a new password using the "password reset" questions he/she established. For password assistance, the user should contact the WNYRIC Service Desk (servicedesk@e1b.org). If a password is stolen the authorized user should also contact the WNYRIC Service Desk.

PART C: Acceptable Use of the "Textbook Services" application

As an authorized user of the E1B "Textbook Services" application,
I agree **NOT** to:
1. Violate the property rights, and copyrights, in data and computer programs.
2. Obtain unauthorized access to and use of an account, data, files and the network facilities, or use of such facilities for purposes other than those intended.
3. Obtain unauthorized access to and use of an account or any information contained in an assessment file or the network facilities for personal or private gain.
4. Access or use files or data containing personally identifiable education records without proper authorization.
5. Disclose, without proper authorization, the contents of any database or file containing personally identifiable information from the education records of students.

Any person who engages in unauthorized or unacceptable use of the E1B "Textbook Services" application may be subject to disciplinary and/or legal action as appropriate.
Erie 1 BOCES reserves the right immediately to suspend or terminate use by any authorized user for violating the above-mentioned "Acceptable Use" policy. The undersigned acknowledges that his/her use of the WNYRIC "Textbook Services" application will be consistent with the requirements of all applicable laws and regulations.

Please sign and date:

Authorized User_____**Date**_____

Chief School Admin_____**Date**_____

(Chief School Administrator or School District Superintendent)

Once this form is complete, with all required signatures, please scan the form and email it to E1B Textbook Support at Textbookorders@e1b.org. Completed forms can also be faxed to (716) 558-3930.