OFFICE OF STUDENT FINANCIAL ASSISTANCE
P. O. BOX 91202 - BATON ROUGE, LA. 70821-9202

Security Request Form for Access to
La. Dept. of Education

Please indicate reason for this request by checking <u>only one</u> of the following:

- ☐ Creating a new USER ID (requestor name below should not have an existing USER ID)
- ☐ Adding APPLICATION access authority to an existing USER ID
- ☐ Deleting an old USER ID
- ☐ Deleting an old APPLICATION access authority from an existing USER ID
- ☐ Modifying an existing USER ID (i.e. Name Change,...)
- ☐ Modifying an APPLICATION access authority already assigned to a USER ID

USE A SEPARATE FORM FOR EACH INDIVIDUAL ACCESS NEEDED

Requester Information: (Principal or Headmaster)

Date of Request: _____   Requester Phone Number: _____

Requester Name: _____

School Name: _____

Parish: _____

USER ID Information: (Person responsible for entering and transmitting student transcript data)

Account User Name: _____

E-mail Address: _____

PC Operating System: _____

Phone Number of Account User: _____   Example: windows XP

Application Access Authority Information:

- ☐ Inquiry for Student Transcript Data (online)
- ☐ Update for Student Transcript Data (online)
- ☐ Upload/Download of Student Transcript Data (batch processing)

*** **NOTE: e-mail completed form to: Operations@osfa.state.la.us**
Or Fax to Steven LeBlanc at 225-219-7666