Instructions for Nonpublic Sites
LDE Security Request Form
Student Transcript System (STS)

The Security Coordinator (SC) must complete and submit the form to Helpdesk, Helpdesk@osfa.la.gov, Office of Student Financial Assistance. The SC should complete Section 1, Section 2, and Section 4. *Section 3 does not apply.* In Section 4, the SC should only select **STS –Student Transcripts System**, and then only the rights the SC would like the person to have for the Student Transcript System *(Select only one of the boxes.)*

Section 1:
Name: Type the name of the person who needs authority to access the system.
User ID: Leave blank if the person does not already have a User ID. (If this a request to update rights, please type the already assigned User ID.)
Phone: Type the telephone number of the person needing authority.
Email: Type the email of the person needing authority.
Date: Type the current date.
Security Coordinator making this request: Type your name if you are the SC or the school principal's name.

Check the box, if the user is to be deleted.

Section 2:
Sponsor Code: Type the first 3 digits of your site code. Ex. 506.
Sponsor Name: Type the name. Ex. N.O. Archdiocese
Site Code: Type the 6-digit site code. Ex. 506051
Site (School) Name Type the name of the school. Ex. Academy of the S…

Section 3: Does not apply; leave blank.

Section 4: Select **STS –Student Transcripts System**
Then select only the rights the SC would like the person to have for STS.
(Select only one of the boxes.)