

## Statement of Confidentiality

As a user of the Computer System provided for by the Northeastern Regional Information Center, of the Capital Region BOCES, I agree NOT to:

- Share my User Profile ID.
- Violate the property rights and copyrights in data and computer programs.
- Intentionally or neglectfully destroy or damage other users' data or programs.
- Obtain unauthorized access to a user account and/or network facilities, or use such facilities for purposes other than those that were permitted to me.
- Read or user private files/data without proper authorization.
- Divulge the contents of any database housing personnel and confidential operations.
- Attempt, without authorization, to modify computer hardware or system software.
- User the network for slanderous, abusive, intimidating, or otherwise offensive messages.
- User the network to send unsolicited, non-educationally related message which are inoffensive, but which consume system resources.
- Fraudulently use another person's name to send or receive messages.

When there is any indication of unauthorized use or abuse of the system, or any other action which interferes with the proper functioning of the system or infringes on the rights of the other users, the NYS Education Department, Capital Region BOCES, or other appropriate agency will be authorized to investigate. Unethical or irresponsible use of the system will be referred to the appropriate authorities for disciplinary or legal action. System users have a responsibility to maintain the integrity of the system and to use it only in the authorized and appropriate manner.



# Serv-U and Cognos Level 1 User Account Request Form

## Serv-U User Account Request

Serv-U grants access to the district folders and provides a secure method for sharing sensitive student and staff data.

Check this box to request an account

Check to DELETE Account

## Cognos Level 1 User Account Request

Level 1 Reports offer detailed statistical analysis while incorporating aggregate assessment data at multiple levels.

Check this box to request an account

Check to DELETE Account

If you had a prior Serv-U or Cognos Level 1 account, please Check the box to the left

Applicant's Last Name

Applicant's First Name

Applicant's District/School

Applicant's Position

Applicant's Email Address

Applicant's Telephone Number (include extension, if applicable)

Applicant's Signature

Public School District Superintendent or Non-Public Building School Leader Name

Public School District Superintendent or Non-Public Building School Leader Signature

Questions? Please contact:

**Data Warehouse**  
Tel. (518) 862-5409  
[DWHelp@neric.org](mailto:DWHelp@neric.org)

**Testing Services**  
Tel. (518) 862-5314  
[testing@neric.org](mailto:testing@neric.org)

PLEASE COMPLETE

**PRINT**

**RETURN**

**completed Account Request Forms**

via

Fax:

**(518) 862-5396**

OR

Email:

[testing@neric.org](mailto:testing@neric.org)

or

[DWHelp@neric.org](mailto:DWHelp@neric.org)