

ECECD Web Services

External User Request for EPICS Pre-K

Pre-K Program: Upon completion, e-mail form to EPICS.PREK@state.nm.us

***All fields must be completed for processing.**

Request Information

(Completed by Contractor, Site, Authorizing Agency or Home Provider)

Date Request Submitted:					
Type of Request:	<input type="checkbox"/> EPICS Pre-K access <input type="checkbox"/> Remove EPICS Pre-K access <input type="checkbox"/> Modify account info <input type="checkbox"/> Person moving to a different Contractor/Site/Authorizing Agency/Home Provider				
	Remove person from prior Contractor/Site/Authorizing Agency/Home Provider:				
If modifications, explain:					
First Name:		Middle Initial:		Last Name:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth:		
Physical Address:					
City:		State:		Zip:	
Phone:		Email Address: (To be used to login to EPICS)			
Approved user role(s) (Check all that apply. See descriptions below)					
<input type="checkbox"/> Pre-K Contractor Data Administrator <input type="checkbox"/> Pre-K Contractor Program Administrator					
Contractor's Name:				Pre-K Contractor EPICS ID:	
Contractor's Employee Submitting Request:					
Contractor's Phone:				Contractor's Email:	
<input type="checkbox"/> Pre-K Site Administrator <input type="checkbox"/> Pre-K Site Program Teacher <input type="checkbox"/> Pre-K Site Program Assistant (EA) <input type="checkbox"/> Pre-K Site Consultant					
Site's Name:				Pre-K Site EPICS ID:	
Site's Employee Submitting Request:					
Site's Phone:				Site's Email:	
<input type="checkbox"/> Pre-K Home Provider Administrator <input type="checkbox"/> Pre-K Home Provider Caregiver					
Home Provider's Name:				Pre-K Home Provider's EPICS ID:	
Home Provider's Employee Submitting Request:					
Home Provider's Phone:				Home Provider's Email:	

*****Approval*****

(completed by ECECD Pre-K Program Monitor)

ECECD Pre-K Program Monitor: Upon approval, e-mail to SystemAccess@state.nm.us

Approved By:		Date Approved:	
Information Technology Services Use Only			
Date Received:			
Processed By:		Date Processed:	
Completed:	<input type="checkbox"/> 389 Directory setup <input type="checkbox"/> EPICS Pre-K setup <input type="checkbox"/> Update EPICS Pre-K email group		
User Login ID:			
Date login instructions was sent to Requestor:			

The Request Information section of this form is to be completed by the Pre-K Program requesting access to EPICS Pre-K. The individual requesting access must have an e-mail address as this is used to send login information to that person and outage notifications. Upon completion, the form is to be sent to EPICS.PREK@state.nm.us for review and approval by the ECECD Pre-K Program Monitor.

EPICS Pre-K User Roles - Descriptions

- **Pre-K Contractor Data Administrator - All Contractor Roles can only see their contract and associated site info.**
 - **Read only** access to: Contractor/Provider (Site), Training Content Change, Site Slot Info, Certifications, and Reports
 - **Read and Update** to: Student Status and Student Demographics
 - **Create, Read, and Update** to: Teacher/Personnel, Education, Licensure, Coursework, Training Person Enrollment, Student Observation Assessment, Student Referral, Student IEP, Student Developmental Screening, Session Assessments, and Sessions

- **Pre-K Contractor Program Administrator - All Contractor Roles can only see their contract and associated site info.**
 - **Read only** access to: Contractor/Provider (Site), Training Content Change, Site Slot Info, Certifications, and Reports
 - **Read and Update** to: Student Status and Student Demographics
 - **Create, Read, and Update** to: Teacher/Personnel, Education, Licensure, Coursework, Training Person Enrollment, Student Observation Assessment, Student Referral, Student IEP, Student Developmental Screening, Session Assessments, and Sessions

- **Pre-K Site Administrator - All Site Roles can only see their site information.**
 - **Read only** access to: Contractor/Provider (Site), Training Content Change, Site Slot Info, Certifications, and Reports
 - **Read and Update** to: Student Status and Student Demographics
 - **Create, Read, and Update** to: Teacher/Personnel, Education, Licensure, Coursework, Training Person Enrollment, Student Observation Assessment, Student Referral, Student IEP, Student Developmental Screening, Session Assessments, and Sessions

- **Pre-K Site Program Teacher - Site Teacher Role can only see their site information. They can only view their own person, education, and training information (is indicated below).**
 - **Read only** access to: Contractor/Provider (Site), Teacher/Personnel, Education, Licensure, Coursework, Training Content Change, Training Person Enrollment, Site Slot Info, Certifications, Sessions and Reports
 - **Read and Update** to: Student Status and Student Demographics
 - **Create, Read, and Update** to: Student Observation Assessment, Student Referral, Student IEP, Student Developmental Screening, and Session Assessments

- **Pre-K Site Program Assistant (EA) - Educational Assistant Role can only see their site information. They can only view their own person, education, and training information (is indicated below).**
 - **Read only** access to: Contractor/Provider (Site), Teacher/Personnel, Education, Licensure, Coursework, Training Content Change, Training Person Enrollment, Site Slot Info, Certifications, Session Assessments, Sessions and Reports
 - **Read and Update** to: Student Status and Student Demographics
 - **Create, Read, and Update** to: Student Observation Assessment, Student Referral, Student IEP, and Student Developmental Screening

- **Pre-K Site Consultant – Pre-K External Consultant Role can be both a UNMCE and site employed role, they should only be able to see site information for sites that they are assigned to.**
 - **Read only** access to: Home Provider, Contractor/Provider (Site), Teacher/Personnel, Site Slot Info, Student Observation Assessment, Session Assessments, Sessions and Reports

- **Pre-K Home Provider Administrator - All Home Provider Roles can only see their associated site info.**
 - **Read only** access to: Home Provider, Contractor/Provider (Site), Training Content Change, Training Person Enrollment, Site Slot Info, Certifications, Session Assessments, and Reports
 - **Read and Update** to: Student Status and Student Demographics
 - **Create, Read, and Update** to: Teacher/Personnel, Education, Licensure, Coursework, Training Person Enrollment, Student Observation Assessment, Student Referral, Student IEP, Student Developmental Screening, Session Assessments, and Sessions

- **Pre-K Home Provider Caregiver - All Home Provider Roles can only see their associated site info.**
 - **Read only** access to: Home Provider, Contractor/Provider (Site), Teacher/Personnel, Training Content Change, Training Person Enrollment, Site Slot Info, Certifications, Session Assessments, and Reports
 - **Read and Update** to: Student Status and Student Demographics
 - **Create, Read, and Update** to: Education, Licensure, Coursework, Training Person Enrollment, Student Observation Assessment, Student Referral, Student IEP, Student Developmental Screening, Session Assessments, and Sessions