

New Hartford CSD
SMS (Student Management System):
Single User Login Authorization Form



District	New Hartford CSD
Student Management System	SchoolTool
User Title/Position	
Full User Name (print)	
New User or Existing User	
User E-Mail (if available)	
TEACH ID Number (if available)	
Department	
Authorize Access To These Buildings	
SMS Security Group(s) to Assign User	
If This User Is Not A District Employee Please Note Their Organization	

As the District ‘Student Management System’ Project Manager I authorize the activation of the above user within our Student Management System with an assignment of the designated security group(s) noted above:

Name (print) :	
Signature	
Date	

<i>Office Use Only:</i> NHCS D IT Representative that Processed Request:		
Name (print): _____	Name (sign): _____	Date: _____