

NASIS - District Edition (NASIS-DE)

District/School System Security Administrator Designation

Form (v4 8-17-6)

Please Type District/School Name

The top District/School Administrator (ie Principal or Superintendent) is ultimately responsible for the verification of security policy requirements and individual rights given for any staff member that accesses NASIS District Edition (DE). The Bureau of Indian Education (BIE), as the official designate of this responsibility, recognizes that many District/School Administrators will delegate this function to appropriate and authorized members of their staff.

For each individual, the four mandatory requirements for access to NASIS District Edition (DE) are:

1. Current DOI Security Awareness Training certification available
2. Favorable Background Investigation (BI) completed
3. Rules of Behavior signed by that individual
4. NASIS Designation Form (School Version) signed by their supervisor and/or Principal/Superintendent

The District/School Administrator will work with their designated System Security Administrator(s) to define the local user groups and the user rights they will have based on the roles they are responsible for in the district/school. The District/School Administrator and System Security Administrator will be introduced to this process during the official Site Visit and then fully trained during formal group training.

Please note, the designated System Security Administrator(s) will need to deliver proof of the four security verification items noted above to the NASIS implementation team, for each trainee, prior to the district/schools' group training.

Best practice for System Security Administration is to designate a **Primary** System Security Administrator, as well as a **Backup**, in case the primary is unavailable. You are also required to designate each person as either a standard support contact or technical support contact (if applicable). While the Technical Support contact may request updates to the school/district sandbox environment (if applicable) the Standard Support contact cannot make this request. Each school is allowed **ONE** Technical Support Contact. Both Standard and Technical Support contacts have access to NASIS support.

Please complete this entire form and deliver it to the NASIS team member(s) during the official NASIS Site Visit to your district/school once completed.

I acknowledge that I have read the information provided here.

Please check one of the boxes below

Add a contact - Modify an existing contact - Remove an existing contact

If adding or modifying a contact please choose their role

Standard Support Contact

OR

Technical Support Contact (only one per school)

Primary Contact Information

Name:

Title:

Primary Phone:

Secondary Phone:

(if applicable)

Primary Email:

Secondary Email:

(if applicable)

Please check one of the boxes below

Add a contact - Modify an existing contact - Remove an existing contact

If adding or modifying a contact please choose their role

Standard Support Contact

OR

Technical Support Contact (only one per school)

Backup Contact Information

Name:

Title:

Primary Phone:

Secondary Phone:

(if applicable)

Primary Email:

Secondary Email:

(if applicable)

District/School System Security Administrator Designation Signature Page

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[Redacted]

District/School Name

By checking this box the person listed below authorizes the changes listed in this document

[Redacted]

Date

[Redacted]

Name/Digital Signature of District/School Authorized Administrator

You authorize and approve of the changes detailed in this document

[Redacted]

Title

[Redacted]

Primary Email

[Redacted]

Secondary Email:

(if applicable)

[Redacted]

Primary Phone:

[Redacted]

Secondary Phone:

(if applicable)

[Redacted]