LEON COUNTY SCHOOLS
LCS
BUILDING THE FUTURE TOGETHER

Genesis & Pinpoint Access Request Form
For School Staff

Last Name:	
First Name:	
PC Property Control #:	
Computer Name*:	
Operating System*:	
Network User Name:	
School Name & No.:	
Date:	
Principal Approval (signature):	

Profiles: (Check only ONE profile from the list below.) Descriptions for each of the profiles listed below can be found on the back of this form.

- ❑ Inquiry All (School)
- ❑ Inquiry All w/o Discipline (School)
- ❑ Inquiry All w/Demographic Update (School)
- ❑ Inquiry All w/LEP Update (School)
- ❑ Inquiry All w/High School Schedule Update (High Schools)
- ❑ Inquiry All w/High School & Dropout Update (High Schools)
- ❑ Inquiry All w/High School Update (High Schools)
- ❑ Update All
- ❑ Immunization Inquiry
- ❑ Guidance Counselor (Secondary Schools)
- ❑ Attendance Update
- ❑ Discipline Update
- ❑ Discipline & Attendance Update
- ❑ Scheduling & Attendance Update
- ❑ Scheduling & Grading Update
- ❑ Scheduling Update
- ❑ Grading Update
- ❑ Attendance & Grading Update
- ❑ Adult Update
- ❑ Adult Teacher
- ❑ EDEP Managers Inquiry

For TIS use only

Genesis Active Directory
Security Group: _____

Date Genesis Completed:

_____

Initials: _____

Date Pinpoint Completed:

_____

Initials: _____

Pinpoint Profiles: (Check profiles from the list below.) Descriptions for each of the profiles listed below can be found on the back of this form.
- ❑ GB Support
- ❑ ATD Manager
- ❑ Schl Admin

* To retrieve the Operating System and Computer Name, right click on 'My Computer' and select Properties. The operating system name should be on the 'general' tab and the computer name on the 'computer name' or the 'Network ID' tab.