



LEA ePlan User Access Form for LEA User Access Administrators

Tennessee's Electronic Planning and Grants Management System

Instructions:

1. Complete the user information section.
2. Read and initial the User Access Administrator terms and conditions.
3. Write any additional user roles to be added. Do not include the existing role(s). See [ePlan User Access Roles for LEAs](#) for a complete list.
4. To remove and/or copy access from current/previous users, check the appropriate option and write in the previous user(s)'s full names.
5. Obtain the required signatures. *Adobe Certificated Signatures* are acceptable.
6. Email the completed form to ePlan.Help@tn.gov.

User's Name: _____ **LEA Name:** _____ **LEA ID #:** _____

Email (*ePlan User ID email, not SSO log-in*): _____ **Phone:** _____

Each User Access Administrator must agree to the following:	<i>Initial</i>
1. All ePlan User Access roles added will be approved by the Director of Schools before the role is assigned.	
2. All signed user access forms that were assigned that month by the LEA will be uploaded to the LEA Document Library each month. The department will conduct random checks to make sure the LEA Document Library has the monthly uploads.	

Note

When determining access for LEA staff and third parties, such as vendors (if applicable), consult with your board attorney to ensure compliance with required user access forms and all confidentiality laws, including the Family Educational Rights & Privacy Act (FERPA) and Privacy Act (PII).

Add User Access Roles:
<ul style="list-style-type: none"> LEA User Access Administrator

To replace or copy from current/previous user(s): Select the correct check box(es) and provide name(s) of previous user(s)		
<input type="checkbox"/> Copy all access from the current/previous user	<input type="checkbox"/> Remove all access from current/previous user <input type="checkbox"/> Remove access indicated above <i>only</i>	<i>Previous User(s):</i>

New User Signature and Date New User Title

Director of Schools Signature and Date

Adobe Certificated Signatures are acceptable. Instructions are available at: <https://helpx.adobe.com/acrobat/using/certificate-based-signatures.html>