

ENCORE & EASYTRAC ACCESS REQUEST

Instructions: Save completed form and have your school/department administrator email it to:
SEMS-Helpdesk@interact.ccsd.net

Please note: only emailed forms can be processed. Please direct any questions regarding this form to the SEMS Help Desk on the WAN at 0099-0295 or 702-799-0295.

This form replaces the DP403 that was previously used for access.

User/Requestor Information:	
Name (Last, First, MI)	_____
Position:	_____
Location Name:	_____
Location #:	_____
Work Phone:	_____

Encore/EasyTrac requests will be processed based on their request, pending approval.

Initial Request Effective Date: _____

Check the field to the left of the requested applications.

Encore

EasyTrac

COMMENTS: