

# AppliTrack Access Request Form



### How to Submit

1. Complete all required fields.
2. Digitally sign the form. (After signing, you will be prompted to save a copy of the form.)
3. Email signed form to your Manager for his or her approval and signature. **Managers:** email final signed form to [HRIS@houstonisd.org](mailto:HRIS@houstonisd.org) for processing.

For Non-Campus Employees

## About You

EMPLOYEE ID	NETWORK ID	FIRST NAME	LAST NAME
DEPARTMENT NAME		JOB TITLE	

## Access Requested

DEPARTMENT OR CAMPUS NAME — <i>IF DIFFERENT FROM YOUR OWN DEPARTMENT</i>	APPLITRACK GROUP
REQUESTOR'S REMARKS	

## Your Signature

I understand that my access to data, information, and records maintained in the manual and automated information and records systems of Houston Independent School District is limited to my need for the information in the performance of my job duties.

By my signature below, I affirm that I have been advised of, understand, and agree to the terms and conditions of my access to information contained in AppliTrack.

For instructions on how to digitally sign this form, please see Page 2.

DATE SIGNED	SIGNATURE — <i>PLEASE SIGN ELECTRONICALLY!</i>
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## Your Manager's Signature

For instructions on how to digitally sign this form, please see Page 2.

DATE SIGNED	SIGNATURE — <i>PLEASE SIGN ELECTRONICALLY!</i>
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## HRIS Review

DATE REVIEWED	HRIS REMARKS
STATUS	
SIGNATURE	



Click the field you want to sign.

Section 3 — Approvals	
STEP 1: REQUESTOR 	DATE SIGNED
STEP 2: PRINCIPAL, MANAGER, OR SUPERVISOR	DATE SIGNED
STEP 3: BUSINESS PROCESS OWNER	DATE SIGNED

**Already have a Digital ID?**  
Your Digital ID should appear automatically.

Click **Sign** to sign the document.

Sign Document

Sign As: Jane Doe

Certificate Issuer: Jane Doe

Appearance: Standard Text

Digitally signed by Jane Doe  
DN: cn=Jane Doe, o=Houston  
ISD, ou=Human Resources,  
email=HRIS@houstonisd.org,  
c=US  
Date: 2014.05.02 16:50:01  
-05'00'

Sign Cancel

**Need a Digital ID?**  
If this is your first time using a Digital ID,  
the **Add Digital ID** box will appear.

Select  
**A new digital ID I want to create now.**

Click **Next**.

Add Digital ID

I want to sign this document using:

- My existing digital ID from:
  - A file
  - A roaming digital ID accessed via a server
  - A device connected to this computer
- A new digital ID I want to create now

Cancel < Back Next >

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Select **Windows Certificate Store**.

Click **Next** again.

Add Digital ID

Where would you like to store your self-signed digital ID?

**New PKCS#12 digital ID file**

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

**Windows Certificate Store**

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back Next >

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Enter the following information:

- **Name**
- **Organizational Unit**  
(your campus/department)
- **Organization Name**  
(Houston ISD)
- **Email Address**  
(your @houstonisd.org email)

Leave the other fields alone.

Click **Finish**.

You've now created a Digital ID.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): Jane Doe

Organizational Unit: Human Resources

Organization Name: Houston ISD

Email Address: HRIS@houstonisd.org

Country/Region: US - UNITED STATES

Enable Unicode Support

Key Algorithm: 1024-bit RSA

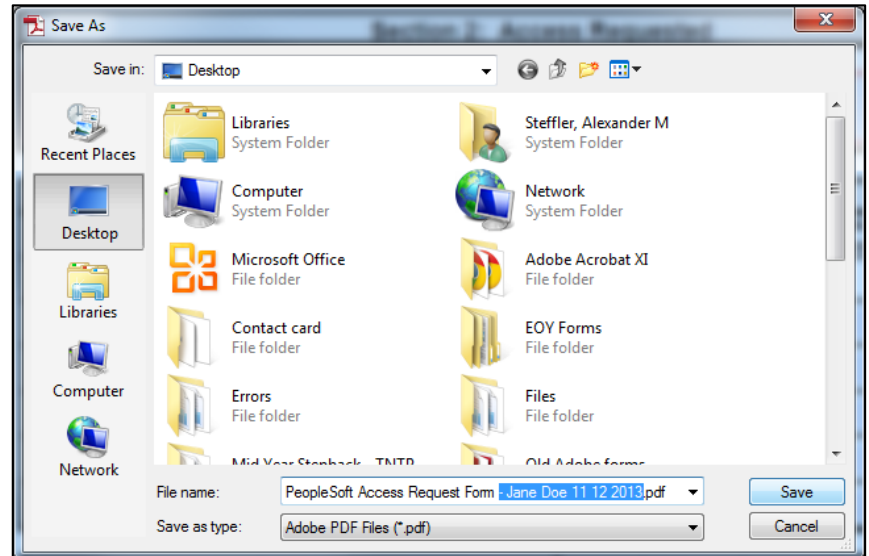
Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Finish

Click **Sign** to sign the document with your Digital ID.



You'll be asked to save a copy of the form you've just signed.



After saving, your signature will appear on the document.

Section 3 — Approvals	
<b>STEP 1: REQUESTOR</b> <b>Jane Doe</b> <small>Digitally signed by Jane Doe            DN: cn=Jane Doe, o=Houston ISD, ou=Human Resources, email=HRIS@houstonisd.org, c=US            Date: 2014.05.02 16:51:07 -05'00'</small>	<b>DATE SIGNED</b> <b>May 2, 2014</b>
<b>STEP 2: PRINCIPAL, MANAGER, SUPERVISOR</b> <small>Valid signature</small>	<b>DATE SIGNED</b>
<b>STEP 3: BUSINESS PROCESS OWNER</b>	<b>DATE SIGNED</b>