

## Region 8 SubService NEW Administrator Access Form

*PLEASE PRINT CLEARLY*

NEW Administrators who will need access to the Substitute Management System (secretaries, principals, and assistant principals) will need to fill in the information below. *(Copy form as needed)*

Corporation: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Set up as Administrator only

\_\_\_\_\_ Set up as both Administrator and Employee (If district requires you to report your own absences using the Region 8 System.)

Location: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

SS#: \_\_\_\_\_ (required – only used to prevent records duplication)

Email: \_\_\_\_\_

Personal Telephone # \_\_\_\_\_

**Please indicate Full or Partial access.**

\_\_\_ Full Access (Ability to create & modify Employee absences; Create & View Reports, etc.)

\_\_\_ Partial Access (Ability to view absence information & reports for school – can report absences for self if needed, cannot create/modify absences for other school staff)

**Email completed form to [subservice@r8esc.k12.in.us](mailto:subservice@r8esc.k12.in.us) or fax to 260-423-0031**

You will receive directions on how to register via email from Region 8 once your profile has been created. Phone registration must be done before on-line registration.