

FY'11 F.L.A.I.R. DATA COLLECTION FORM 21

SITE MASTER USER INFORMATION

Project No.: _____ Project Name: _____

Site Master User Name: _____

Address: _____

Phone: _____ Email: _____ Fax: _____

Site Master User: The Site Master User (usually the Project Director) is the person from your local project who identifies and authorizes individuals to have access to your local project's data. The Site Master User is the only person from your local project who may:

- Add, change the status, or edit FLAIR user information for your project;
- Access and complete Form 20: Project Information; and
- Give notice that data is complete and ready for midyear and end-of-year data collection.

The F.L.A.I.R. administrators, Rod Garreton or Sue Rasher can assist Site Master Users in assigning usernames and passwords to individuals upon the request of the Site Master User. All individuals registered for F.L.A.I.R. training in FY'11 will be given usernames and passwords to access training datasets only. The Site Master User must specifically identify the individuals who are authorized to access your local project's dataset. **The Site Master User is the only person from your local project who may request usernames and passwords for individuals.** The Site Master User can request usernames and passwords using the following methods:

1. Use FLAIR's Administration Menu, Maintain Users Function.
2. List names and additional requested information on this form (Form 21, Site Master User Information).
3. Send an e-mail request to Rod Garreton at: rgarreton@cntrmail.org.

The Site Master User is responsible for removing usernames and passwords of staff members who should no longer have access to your local project's data. The Site Master User can request additions/deletions to the authorized access list by using one of the three methods listed above.

Authorized Users (Staff Members and Local Evaluator(s) who are authorized to have access to your local project's data):

Name	Position	e-mail address	Phone Number
	Site Master User		

The individuals listed above are permitted to have access to my local project's F.L.A.I.R. data.

Master User Signature

Date

Please mail the original of the Site Master User Form to Sue Rasher, OER Associates, 615 Knox Ave., Wilmette, IL 60091. Sue must have an original copy on file. As a temporary measure, you may fax a copy of this form to Sue at 847/251-8001. You may also e-mail a request to suerasher@oerassociates.com or rgarreton@cntrmail.org. If you fax or e-mail a request, please mail the original copy as well.