

ABC Security Agreement for Access to COPA ®

Division of Elementary and Secondary Education

Arkansas Better Chance/Arkansas Better Chance for School Success

In order to participate in the Arkansas Better Chance program, all grantees must have access to the student database system COPA. This Security and Confidentiality Agreement must be completed for EACH staff member who will need access to COPA.

User Action Request

Type of action requested: ☐ New User ☐ Change/Update ☐ Block User

Program & Site Information

Agency Name:

Site(s) Name(s):

Classroom(s):

User Information

First Name:

Middle Initial:

Last Name:

Last 4 Digits of SSN:

Work Phone Number:

Work E-mail Address:

Security and Confidentiality Statement

Access to ABC data system (COPA) is restricted to authorized ABC Office staff and employees of ABC program agencies. Prior to being granted access to the ABC data system, users must provide user identification information, then read, sign and return the Security Agreement and Confidentiality Statement to the ABC Office. By signing below, Agency user and Agency Administrator understand that usage of the COPA data system listed above may be monitored by ABC Office staff and the user may hold no expectation of privacy in the use of Arkansas COPA. The ABC Office may terminate any level of user access without notice. The user accepts responsibility for appropriate use of the ABC data system. User and Agency Administrator agree to take all necessary measures to safeguard the security of user's password and agrees not to share passwords nor use them in a manner that will compromise their security.

User and the program agency will be held accountable for any unauthorized use of user's password that results from user's negligence or purposeful action. User agrees to immediately report to the ABC Office any situation where security of a password may have been compromised. By entering any information in the ABC data system, user certifies such information is true and correct to the best of his/her knowledge. User understands that the ABC Office will utilize ABC data reports to review program agency's progress, as well as determine future payment. Submission of any falsified or misleading data in order to obtain payment of higher program review score may result in Agency's termination from the ABC program. User understands it is a violation of state and federal laws to use or permit the use or to fail to safeguard the security of program information in any way that jeopardizes confidentiality. Penalties may include civil and/or criminal prosecution.

Access Requested

Select all COPA access types needed for staff member

Type of Access Requested: ☐ Admin ☐ Coordinator ☐ View only ☐ HRM

☐ Manager ☐ Teacher ☐ Billing

Signature of User

Date: Click or tap to enter a date.

Supervisors Signature

Date: Click or tap to enter a date.

Supervisors E-mail:

COPA Security Agreement Instructions

You must complete *all* information, or the agreement will be returned.

**Please Note: Agency personnel must have an active HR record in COPA before a user ID or password will be issued to access the system.*

Email completed forms to:

CopaSupport.MailAccount@ade.arkansas.gov

User Action Request (*select one*)

- **New User**– First time access request to COPA system Change/Update - User is requesting access level or location change
- **Change/Update**- COPA username change or access changes
- **Block User**– User is terminated or no longer will need access to the COPA system

Program and Site Information

- **Agency Name**- Grantee (Example: ABC Test Site)
- **Site Name**- Agency may have multiple sites. List all that apply. (Example: ABC Test Site #1 & #2)
- **Classroom**- Classroom user needs access to. List all that apply. (Example: A, B, C, All, etc.)

User Information

- Please provide user information, your work contact information is preferred.

Access Requested (*select all access needed for staff member*)

- **Admin**- Edit and View access to all information.
- **Manager**- Edit and View access to most information.
- **HRM (HR & Manager)** – Manager access and HR access.
- **Billing**- Edit and submit monthly billing report.
- **View only**- View access only. No update authority. May be specific for each user.