

# **Request for Multiple TERMS Sessions Form**

Topeka Public Schools staff members needing to have multiple TERMS sessions may fill out the information below. This form directs Information Technology Department to remove (by user id) the limit of one session, allowing multiple login sessions into TERMS.

(COMPLETED FORMS ARE TO BE SENT TO THE GENERAL DIRECTOR OF INFORMATION TECHNOLOGY)

Name: \_\_\_\_\_ User id: \_\_\_\_\_

State reason multiple login sessions are needed/required:

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\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ (Center Manager)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Executive Director of Operations)

Approved: Yes \_\_\_ No \_\_\_