TECHNOLOGY & SYSTEM ACCESS RESOURCE

Instructions: Save this document to your computer and type in the information. When done, print or save it.

Date: Click here to enter a date.

System Access
Input your personalized information

Computer
Computer/Asset #: Click here to enter text.
Password: Click here to enter text.
Username: Click here to enter text.
Email Address: Click here to enter text.

Electronic Health Record
Username: Click here to enter text.
Password: Click here to enter text.

Important System Access Numbers

Telephone, Fax, and Copier	Technology Support
Voicemail retrieving: Click here to enter text.	Name: Click here to enter text.
Dialing emergency 911: Click here to enter text.	#: Click here to enter text.
Dialing an outside line: Click here to enter text.	Email: Click here to enter text.
Dialing a local #: Click here to enter text.	**Nurse Leader**
Dialing long distance: Click here to enter text.	Name: Click here to enter text.
Fax machine access/phone number: Click here to enter text.	#: Click here to enter text.
Copier/scanner access: Click here to enter text.	Email: Click here to enter text.
Copier/scanner code: Click here to enter text.	**Resource Nurse**
Interschool communication: Extension(s): Click here to enter text.	Name: Click here to enter text.
Other: Click here to enter text.	#: Click here to enter text.
	Email: Click here to enter text.
	Other: Click here to enter text.

Adapted from Creating School Nursing Capacity: A Resource Toolkit. A 2018 ESHS Evaluation Team CQI Project.

Technology Access

Verify then input how access to each element was accomplished.

Appropriate Use of Technology

Code of conduct: Click here to enter text.

District expectations as related to technology: Click here to enter text.

BU SHIELD

Username: Click here to enter text.

Password: Click here to enter text.

Educator Licensure & Renewal (ELAR)

Username: Click here to enter text.

Password: Click here to enter text.

Massachusetts Immunization Information System (MIIS)

Access granted by: Click here to enter text.

Username: Click here to enter text.

Password: Click here to enter text.

Nursing Drives/Shared Documents

Local drives (connect to school): Click here to enter text.

Website Links to District/School/Departments

- Link 1 Click here to enter text.
- Link 2 Click here to enter text.
- Link 3 Click here to enter text.
- Link 4 Click here to enter text.
- Add more links, as needed.

Virtual Gateway

Username: Click here to enter text.

Password: Click here to enter text.

Additional Resources

Health Applications: Click here to enter text.

Listserv access: Click here to enter text.

Other: Click here to enter text.

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