

NJSLEDS User Update Request Form

To be submitted by your district's Homeroom Administrator (Web User Administrator). Completed forms should be emailed to NJSLEDS@doe.nj.gov with your district's Superintendent copied.

Please save this form as "NJSLEDS User Update Request Form – [DISTRICT ID]" and use the same naming conventions for the subject line of the request email.

Reminders: Only designated Points of Contact (POCs), also known as NJSLEDS users, will receive NJSLEDS accounts. Each district is currently limited to four active users, and Web User Administrators do not automatically receive access. NJDOE manages all user accounts directly; districts cannot create or assign access themselves.

All email addresses provided must be district-issued, individually named, and tied to a specific staff member—for example, janedoe@district.k12.nj.us. Shared or generic email addresses such as admin@district.org, info@school.net, or school@gmail.com will not be accepted. Email addresses cannot be reused across districts.

Please fill out the appropriate section in this document based on your district's needs.

District Information

District Name:

4 Digit District ID:

County Code:

Web User Administrator Name:

Web User Administrator Email:

Web User Administrator Phone Number:

Certification

Please certify below that the changes included in this form have been approved by your Superintendent.

I certify that these changes included in this form have been approved by my Superintendent.

Web User Administrator Signature: _____

Date of Signature: _____

Section 1: Change Existing User

Complete this section if you are replacing an existing user.

Current User (to be replaced):

Name:

Email Address:

New User Information:

Name:

Title:

Email Address:

Phone Number:

Submission Permissions Needed (select all that apply):

Student Management	State Assessment Registration (SAR)	Student Course Roster
Staff Management	Performance Report	Staff Course Roster
Special Education	Career and Technical Education (CTE)	Staff Vacancy

Reason for Change:

Section 2: Remove Existing User

Complete this section if you are removing a user without a replacement.

Current User (to be removed):

Name:

Email Address:

Reason for Removal:

Section 3: Add New User

Complete this section if you are requesting to add a new user and your district has not reached its user limit.

New User Information:

Name:

Title:

Email Address:

Phone Number:

Submission Permissions Needed (select all that apply):

Student Management	State Assessment Registration (SAR)	Student Course Roster
Staff Management	Performance Report	Staff Course Roster
Special Education	Career and Technical Education (CTE)	Staff Vacancy

Reason for Addition: