

Title: Access to IMS Test Server by Area Education Agency (AEA) Staff

Series: 6006a

Related Regulations:

Date Adopted: April 22, 2005

1 In order to ensure proper access to the IMS test server, these procedures will be followed by both
2 the Information Management System (IMS) Center and the participating Area Education
3 Agencies (AEAs):
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- 5 1. The AEA director of special education will request permission of the OGC for a staff
6 person to access the IMS test server.
- 7 2. The AEA staff person agrees to access data related only to resident, attending or domicile
8 to the AEA and/or districts served by the AEA.
- 9 3. Development in the web IMS application by AEA staff will be for outputs only.
- 10 4. The AEA staff person is strongly encouraged to consult with the IMS programmer prior
11 to the writing of code.
- 12 5. The AEA staff person, after writing and testing the code on the test server, will submit
13 the code to the IMS programmer for review. The review will include, but not be limited
14 to:
 - 15 • Ensuring that data outside of the AEA was not accessed.
 - 16 • Checking that the server will not be over utilized.
 - 17 • Ensuring the output will not interfere with other IMS processes.
- 18 6. Once reviewed by the IMS programmer, the request will be reviewed by the IMS Project
19 Manager. The output will then either be moved to the production server or referred to the
20 OGC.
- 21 7. Outputs developed by an AEA will be available for use by other AEAs, given the
22 necessary modifications.
- 23 8. All services provided by the IMS Central Processing Center related to an AEA
24 developing outputs on the IMS test server (e.g. training, consulting) will be deducted
25 from the AEA's 56 hours.
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