Educational Data Services, Inc.

"The Educated Way to Purchase."

E.D.S.[IQ] District Setup – School Information

Educational Data Services, Inc.

Please complete this worksheet including all users who will be accessing the online system. After filling out the school information please fill in user names, account codes, and the allocations (optional) for each user. Please return this form to your business office. Thank you.

District:___________________________________ **School Name:**_________________________________

Address:___________________________________ **City:**________________________ **Zip:**___________________

Principal:_______________________________

			EDS USE ONLY
User Name	**Account Code**	**Allocation**	*School #*

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E.D.S.IQ District Setup – Authorized Maintenance Users

Educational Data Services, Inc.

Each school should have 2-3 authorized people who can request maintenance changes such as, account code changes, adding a new user, budget allocation revisions, etc. It is recommended the authorized users be the B.A., his or her Assistant B.A. or Purchasing Agent, and the Principals. Should you have any questions please contact your Customer Service Representative at (973) 340-8800.

District:_____ **School Name:**_____

Authorized Maintenance User(s)	Email Address	Phone	*Fax*