

# MONTGOMERY COUNTY PUBLIC SCHOOLS

## Milestone Video System Access Request Form

Department of Systemwide Safety and Emergency Management  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

### INSTRUCTIONS

Please complete and submit to Department of Systemwide Security and Emergency Management (DSSEM) Video Records Specialist: David\_T\_Dwyer@mcpsmd.org

### ADMINISTRATOR INFORMATION

School \_\_\_\_\_  
Employee Name Requiring Access \_\_\_\_\_  
Employee MCPS User Name \_\_\_\_\_ MCPS ID# \_\_\_\_\_  
Requestor Name \_\_\_\_\_  
Requestor Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### ACCESS LEVEL REQUESTED

#### Grant/Change Access Level

User can only be a member of one access group

- Access Control/Intercom Only
- Live View/Playback Only
- Live/Playback/Export

#### Remove Access

- Remove All Access

Justification for Access:

### ACCESS LEVEL APPROVAL/DENIAL

Video Records Specialist Approval  Granted  Denied By \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

DSSEM Supervisor Approval  Granted  Denied By \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for Denial:

### DSSEM USE ONLY

Forwarded to Milestone Administrator on \_\_\_\_/\_\_\_\_/\_\_\_\_

Access level completed \_\_\_\_/\_\_\_\_/\_\_\_\_

Principal emailed result on \_\_\_\_/\_\_\_\_/\_\_\_\_