DEPARTMENT OF EDUCATION

Food and Nutrition Services Management Division
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STATEWIDE SYSTEM – PRIMEROEDGE USER REQUEST FORM

Instructions: Complete this form and email to GDOE Food & Nutrition Services Management Division (FNSMD). Retain a copy for your files. All School Food Authority (SFA) staff who will access the Statewide System – PrimeroEdge must fill out this form. Complete a separate form for each user. Do not share your username and password with anyone.

School:		
☐ **Add New User**	☐ **Delete User**	☐ **Update User Access**
Date of PrimeroEdge Training:		

Authorized Individual User Agreement

Access to the Statewide System – PrimeroEdge is to be used for official government purposes only and shall not be shared or transferred. By submitting this request, I attest that I have attended and completed the PrimeroEdge Training conducted by FNSMD. A username and temporary password will be assigned to me and I agree to change it to a unique and secure password that only I will know and use in order to maintain the integrity of the data. I will notify GDOE FNSMD immediately if my username and/or password have been compromised at any time.

USER SIGNATURE _____ FIRST NAME, MIDDLE INITIAL, LAST NAME (please print) _____

DATE _____ POSITION _____ WORK EMAIL _____

School Food Authority Administrator's Approval

I hereby authorize this individual to represent the school noted above for the purpose of submitting monthly meal counts / claims for reimbursement, and corresponding supporting and source documents, in the Statewide System – PrimeroEdge. I agree to notify GDOE FNSMD immediately of any changes related to authorized user access for this school. **NOTE: It shall be the responsibility of the School Administrator to immediately submit a form informing GDOE FNSMD to inactivate any user.**

ADMINISTRATOR SIGNATURE _____ FIRST NAME, MIDDLE INITIAL, LAST NAME (please print) _____

DATE _____ WORK EMAIL _____

FOR FNSMD USE ONLY:			
Request completed by:			**Date:**
Confirmed changes (check all that apply):			
☐	New User ID:	Temporary Password:	
☐	Deleted User		
☐	Updated User: ☐ Name ☐ Access ☐ Email ☐ Password ☐ Other:		