

User Account Transfer Request

For Results Matter Online Assessment Systems

To be completed by requesting user only

1. User accounts within a Results Matter online assessment tool can be transferred between subscriptions. Transferring staff user accounts ensures that:
 - a. Professional development records and interrater reliability records, if applicable, follow the user to a new place of employment.
 - b. Duplicate user accounts are not created within the State’s umbrella license.
2. Permission from the user is required in order to transfer a user account between subscriptions.
3. Please complete the information below and **email a copy with valid signature to Elizabeth Schroeder: Schroeder_e@cde.state.co.us**. Valid signatures include signature by hand or digitally via Adobe PDF. Sending a Word document with your name typed in the signature field is not sufficient.

Your First and Last Name: _____

Online Assessment Tool User Name: _____

Assessment Tool (check one): GOLD
 COR Advantage

Note: User accounts cannot be transferred between GOLD and COR Advantage. If you are employed at an organization/district using a different assessment tool from your previous employer, and you have never used the tool before, ask your new employer’s administrator to create a new user account for you.

Email Address: _____

Phone number where you can be reached: _____

Prior employer/organization name: _____

New employer/organization name: _____

I give the Colorado Department of Education permission to transfer my user account to my new employer’s subscription. I also understand that my user account may remain in a deactivated state, and that reactivation and updates to the user account details are the responsibility of the program administrator and/or yourself. Finally, I understand that user accounts cannot be transferred between GOLD and COR Advantage.

Signature

Date