PDMS Supervisor Account Request Form

The PDMS single sign-on access will give access to all components of PDMS. *(PDMS and all archives)*

Follow instructions below to properly fill out your request form electronically:

- **FILL OUT THIS FORM FROM YOUR COMPUTER, DO NOT HANDWRITE**
- **This form MUST be completed by all PDMS users with supervisor access.**
- **Your PDMS Account Name must be written as your school number and your "p" number**
  - *"1891p00012345"*
- **Your new password must be 6-8 characters in length and contain the following:**
  - ✓ *(Minimum)* **1 Capital letter**
  - ✓ *(Minimum)* **1 lowercase letter**
  - ✓ *(Minimum)* **1 number**
  - ✓ *(Minimum)* **1 symbol**
- **After the form is completed, save the form to your desktop**
- **Print out the form**
- **FORM MUST BE SIGNED BY THE PRINCIPAL OR DESIGNEE**
- **Upload completed form with Principal or Designee signature to PDMS Solutions by creating a PDMS Solution Request by following instructions at https://www.browardschools.com/Page/46589**

School Name	PDMS Account Name	PDMS New Password	Contact Name	Contact Phone

The above listed supervisor has my approval to have PDMS supervisor access to the components of PDMS listed below.
Please √ applicable box: BASCC School Year only   Summer Camp only   ELOP
                             BASCC Year Round (School Year and Summer Camp)

✕ _____

Principal/Designee Signature