

Staff Network User Account Request/Change Form

Please check action requested

New User Account	Change/Add Services	Move Account	Delete Account
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User's Last Name: _____ First: _____ Licensed ___ Classified ___

User's Job Title: _____ Previous **CCSD** location: _____

Your **username** will be **lastnameinitial**, **password** will be set to; **changeme** (all lowercase, no spaces)

YOU WILL BE REQUIRED TO CHANGE YOUR PASSWORD THE FIRST TIME YOU LOG IN

Please select all schools or other sites where this user will need access:

Adult Ed	District Office	Lahontan Elem	Numa Elem
CCHS	E.C. Best Elem	Maintenance	Transportation
CCMS	Food Services	Northside Elem	Warehouse
			Other

For Teachers please indicate:

Elementary Grade - _____ CCMS or CCHS Subject - _____

Please Check All Services Required

Network Access & District Email	This gives the user a Personal User Account with a password. They will receive a protected space on the network (H:Drive) to store files. This information and PASSWORD SHOULD NEVER BE SHARED WITH ANYONE. A Gmail Account is ALWAYS CREATED FOR NEW STAFF ACCOUNTS
No Internet Access	Staff automatically receive Internet Access, check this area if NO INTERNET ACCESS is to be granted
Infinite Visions	Allows the user to create purchase orders & enter warehouse requisitions for your site.
Infinite Campus	Creates an Infinite Campus Account for user
Other	Please describe

Computer use requires users to sign an Acceptable Use Agreement for all new accounts. Supervisors/Administrators must sign below indicating that this user has signed an agreement and it is on file at your site. **NO NEW ACCOUNTS WILL BE CREATED WITHOUT THIS FORM!** Acceptable Use Policy and Agreements can be found on the CCSD website.

Supervisor's Name and Signature _____ Date _____

By submitting this form you are affirming:

- 1- your account has been authorized by the above referenced supervisor**
- 2- you have read, understand and agree to the terms and conditions of the CCSD Internet Use Agreement and have provided a signed copy to your site Administration**

For Technology Department Use Only: Technician's initials: _____ Date ____/____/____

Network Account Created/Deleted (&aliases)	Infinite Visions Acct Created/Rights Assigned
Gmail Account Created	Form Faxed For Infinite Campus Account
Gmail Group Assigned _____	Notification to Site Sent Via Email
Help Desk Account Created	

Username Assigned _____ Full email address _____@churchillcsd.com