MCSD   SYSTEM ACCOUNT & PASSWORD REQUEST

Please fill out the following form so we can issue you a SYSTEM ID & Password for a computer log-in, E-mail, or other software applications.

Circle One:

EMPLOYEE   Day-SUB   LT-Leave   TOR   SCB   St-Tchr   Contractor/Consultant/Other

Print <u>clearly</u> your <u>legal</u> name (as it appears on a paycheck): _____

Department_____   Building: _____

Your position (ie. Aide, classroom teacher, special ed, guidance, etc): _____

If classroom teacher, what grade: _____   Special Ed __Yes __No   ENL __Yes __No

Are you a long-term leave replacement? ___Yes ___No

    Name of Staff on leave: _____   Leave Dates: _____

If non-MCSD employee:

Exactly what type of access is needed & <u>why</u> (ie: wireless, our computers, and/or email): _____

_____

Expected end date of assignment:_____   Person you will be working with:_____

Sign your name: _____ **Date of request:** _____

Administrators name:_____   **Administrators signature:**_____

Systems	**Technology Staff Use**	Date Enabled	Date Disabled
☐ Schooltool Sec group:_____	☐ AD Login/email	_____	_____
	☐ Wireless	_____	_____
☐ StaffTrac _____	☐ Archive enabled	_____	_____
☐ DataMate _____	☐ CLASSLINK group	_____	_____
☐ AIMS _____	☐ Email Groups	_____	_____
☐ _____	☐	_____	_____
	☐ Schoology	_____	_____
☐ NWEA _____	☐	_____	_____
☐ ParentSquare Admin Access	☐ iPad	_____	_____
☐ Frontline/My Learning Plan	☐ Apple ID	_____	_____
☐ Frontline/IEP Direct (PPS decision)____	☐ Help Desk	_____	_____
☐ LEXIA _____	☐ Equipment	_____	_____
☐ WinCap _____	☐ Intranet	_____	_____
☐ EDOC	☐ Castle Learning	_____	_____
☐ Boarddoc	☐ Edmentum	_____	_____
☐ SchoolDude – Room Res	☐ Learning A-Z	_____	_____
☐ NutriKids	☐ Learning.com	_____	_____
☐ Tripod	☐ Novaerus	_____	_____
☐ Security Cameras ☐ Video drives	☐ New Person Letter	_____	_____
☐ Badgepass	☐ Training/PD	_____	_____
☐ Transportation ☐ Zonar ☐ FuelMaster	☐ ZOOM Account	_____	_____
	☐ PHONE ☐ Voice Mail ☐ Phone Directory ☐ AutoAttendant		
☐ WIRELESS only _____			
☐ AD only _____			
☐ AD & Email only _____			

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