## Computer Account Request Form
### (Teacher/Substitute/Staff Member)

This request is for: (select all that apply)

□ Network (login ID)  □ Outlook (e-mail)  □ eSchoolView (OCSD web page)
□ Name change for existing account  □ nVision  □ eSchool (see bldg secretary)

□ **Teacher**   □ **Substitute** _____   □ **Staff Member**
please list bldg(s)  *ex: All or HS, MS, GP, RS, VV*

| First Name | Middle Initial | Last Name | |
|---|---|---|---|
| **Preferred First Name** | | **Maiden Name** | |
| **Department** | **School/Building(s)** | **Title (if sub, list Teacher/LTA/nurse/clerical/custodian)** | |
| **Your personal phone number** (in case we need to contact you) | | **Your personal e-mail address** | |

I have read the OCSD Acceptable Use Policy (www.oneontacsd.org/AUP) and I agree to abide by its provisions. I understand that if I violate the OCSD AUP, my access privileges may be suspended or revoked and appropriate disciplinary or legal action may be taken.

| Your Signature | Date |
|---|---|
| | |

## Principal or Department Head Approval** (Request will not be processed without approval signature)

| Name | Signature | Phone # or Ext |
|---|---|---|
| | | |

** An e-mail notification will be sent to the approver named above and building secretary to notify you when your account has been created.

**Director of IT Services Approval** _____     _____
(signature/initials)                                    (date)

### Please submit completed form to IT Services

**Information Technology-Use Only**

| | Issued by | Date |
|---|---|---|
| OCSD Login ID (network/Outlook/Google/Schoology) | | |
| nVision Login | | |
| eSchoolView Login | | |
| Transfinder Login | | |

Revised: 3/27/19