



# ONEONTA CITY SCHOOL DISTRICT

## Information Technology (IT) Services

Mailing Address: Oneonta High School, 130 East St., Oneonta, NY 13820

Telephone: 607-433-8243 x2222 Fax 607-433-8204

Bonnie Nobiling, Director of IT Services

### Computer Account Request Form

(Teacher/Staff Member/Substitute/Teacher Resident/Student Teacher)

This request is for: (select all that apply)

- Network (login ID)                       Outlook (e-mail)                       SchoolTool (student management system)  
 Name change for existing account       nVision                                       eSchoolView (OCSD web page maintenance)

**Teacher**     **Teacher Resident**     **Staff Member**     **Substitute** \_\_\_\_\_  
list bldg(s) ex: ALL or HS, MS, GP, RS, VV

**Student Teacher**    Assignment dates: \_\_\_\_\_ - \_\_\_\_\_    Teacher name: \_\_\_\_\_  
 (if applicable)    Assignment dates: \_\_\_\_\_ - \_\_\_\_\_    Teacher name: \_\_\_\_\_

<b>First Name</b>	<b>Middle Initial</b>	<b>Last Name</b>
<b>Department</b>	<b>School/Building(s)</b>	<b>Title (if sub, list Teacher/LTA/nurse/clerical/custodian)</b>
<b>Your personal phone number</b> (auto-notification for closings/delays)		<b>Your <u>personal</u> e-mail address</b>

I have read the OCSD Acceptable Use Policy (<https://www.oneontacsd.org/AcceptableComputerUsagePolicy.aspx>) 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.

<b>Your Signature</b>	<b>Date</b>
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### Principal or Department Head Approval\*\* (Request will not be processed without approval signature)

<b>Name</b>	<b>Signature</b>	<b>Phone # or Ext</b>
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\*\* 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

OCSD Login ID (network/Outlook/Google)	Issued by:	Date:
SchoolTool Staff	ParentSquare	Schoology
nVision	eSchoolView	
Issued by:		
Date:		