



# Howland Schools Account Application

Please complete, include signatures, and return to Robert Blevins, IT Supervisor

*Please Circle One*

**Add Account    Change Account    Delete Account**

If a **CHANGE**, please indicate the requested change:

<b>Name:</b>		<b>Phone Number/Ext:</b>	
<b>Email Address:</b>		<b>Position:</b>	
<b>Building Name:</b>		<b>Classroom/Office #:</b>	

**Select account type for Add, Change, Delete:**

<input type="checkbox"/>	TigerNet (Local Area Network)	<input type="checkbox"/>	G-Suite (Google Apps, Gmail)	<input type="checkbox"/>	DASL/ProgressBook (student services, grade book)
<input type="checkbox"/>	Other _____	<input type="checkbox"/>		<input type="checkbox"/>	

The Howland Schools systems to which your account has access should be used exclusively for district related business. It is understood that misuse of your account can lead to the temporary or permanent loss of system access. Any loss of data or costs resulting from the misuse of these privileges will be your sole responsibility. Howland Schools reserves the right to reject requested privileges where sufficient need is not demonstrated as well as the right to suspend use of the account for reasons of misuse or for system maintenance. Please review the district Acceptable Use Policy (AUP) before signing this form. By signing this form you are stating that you have read & consent to the referenced AUP.

\_\_\_\_\_  
*Your Name Printed*

\_\_\_\_\_  
*Your Signature & Date*

\_\_\_\_\_  
*Principall Supervisor Name Printed*

\_\_\_\_\_  
*Principall Supervisor Signature & Date*

**ADMINISTRATIVE OFFICE USE ONLY**

Your request for district computer access account(s) has been completed. Please see you building Technology Assistant for help in gaining access to your account(s) and resetting your initial password(s).

**\*\*\* PLEASE DO NOT SHARE YOUR ACCOUNT INFORMATION WITH ANYONE, OR POST THIS INFORMATION IN YOUR CLASSROOM/OFFICE. NOT SAFE GUARDING THIS INFORMATION CAN RESULT IN LOSS OF DATA AND/OR DISCIPLINARY ACTION.**

ACCOUNT TYPE	USERNAME	PASSWORD
TigerNet L.A.N.:		
G-Suite:		
DASL/ProgressBook:		
OTHER:		

**PLEASE RETURN COMPLETED AND SIGNED FORM TO ROBERT BLEVINS**