



**MENLO PARK CITY SCHOOL DISTRICT**  
181 Encinal Avenue, Atherton, California 94027  
Phone: 650-321-7140 ~ Fax: 650-321-7184  
www.mpcsd.org

**REQUEST FOR NETWORK/EMAIL ACCOUNT SETUP or CHANGE**

**Please fill in all required information, sign/date, and return this form to the Human Resources Department. Print legibly!**

New Account     Account Change (fill in applicable items)

Employee Name \_\_\_\_\_ Previous Name \_\_\_\_\_  
*(If applicable)*

Position/Grade \_\_\_\_\_

School / Site \_\_\_\_\_

Mobile Phone: \_\_\_\_\_  
*(Mobile Phone to be used only in case of emergency)*

Your username is determined by the Technology Office and will typically be the first initial of the first name followed by the full last name. Your email address will have the following format: username@mpcsd.org. No spaces are allowed and all letters will be lower case.

Examples:

Mary Ann Singleton	msingleton
Jane Smith-Jones	jsmith-jones
Thomas van Gogh	tvangogh

If you're submitting a name change, all but your network login (laptop/desktop) will change to your new name. Those who need their network login changed, the tech department will need to reconfigure your computer to make the change.

**Your password must conform to the following requirements: It must be at least 8 characters long, it must include an uppercase character, lowercase character, a number and a special character. Do Not use site name, position or previous password. Passwords are case sensitive. Please print clearly!**

Password \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY				
<input type="checkbox"/> FM	<input type="checkbox"/> AD	<input type="checkbox"/> PS	<input type="checkbox"/> SD	Mail Groups:
<input type="checkbox"/> Email	<input type="checkbox"/> G	<input type="checkbox"/> I	<input type="checkbox"/> BB	