



District Office
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www.mpcsd.org

Board of Education
David Ackerman
Stace Jones
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Every child achieves academic excellence.
Every child becomes emotionally and physically stronger.
Every child discovers and grows their talents.

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Manager, Human Resources

REQUEST FOR NETWORK/EMAIL ACCOUNT
SETUP or CHANGE

Please fill in all required information, sign/date, and return this form to
the Technology Office. Print legibly!

[] New Account [] Account Change (fill in applicable items)

Employee Name _____

Position/Grade _____

School _____

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. 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

We are a community working
together to inspire high
academic achievement among
all students, serve their needs,
challenge their minds, and
enrich their lives, laying a
foundation for success and
participation in our democratic
society and as citizens of the
world.

Your password must conform to the following three requirements: 1) It must be
at least 8 characters long, 2) at least one character must be a number, and 3)
one character must be capitalized. Passwords are case sensitive. Please print clearly!

Password _____

Previous User Name (if changing) Your network login account and your
email account will have the same user name and password for simplicity.
Password changes must be requested through the Technology Office. Your
email address will have the following format: username@mpcsd.org

Signature

Date

*Mobile Phone to be used only in case of emergency

FOR OFFICE USE ONLY
[] FM [] AD [] PS Mail Groups:
[] Email [] G [] I [] SD