



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 _____
(Only if requesting a name change)

Position/Grade _____

School / Site _____

Mobile Phone: _____ Personal Email: _____
(Mobile Phone to be used only in case of emergency) *(Used only for MPCSD account notification)*

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	