

Warren County Schools

New Employee Account Request Form

Complete this form and return it to the Personnel Office. Keep a copy for your records.
Please print clearly.

DO NOT GIVE OUT YOUR PASSWORD

Name: _____

Date: _____

School\Office: _____

Type of Request:

New Account (includes computer login, email, and Google Apps for Education)

Check if you have ever been an employee of Warren County Public Schools before being hired for this position.

Job Description:

(Mark the selection that most closely describes your job assignment.)

Administration	Teaching Staff	District Staff	School Staff
<input type="checkbox"/> District Administrator	<input type="checkbox"/> Classroom Teacher	<input type="checkbox"/> Central Office Staff	<input type="checkbox"/> School Secretary
<input type="checkbox"/> Principal	<input type="checkbox"/> Special Education Teacher	<input type="checkbox"/> Maintenance	<input type="checkbox"/> School Bookkeeper
<input type="checkbox"/> Assistant Principal	<input type="checkbox"/> ESL Teacher	<input type="checkbox"/> Transportation	<input type="checkbox"/> FRYSC
<input type="checkbox"/> Curriculum Coordinator	<input type="checkbox"/> Librarian	<input type="checkbox"/> Food Service	
<input type="checkbox"/> Guidance Counselor	<input type="checkbox"/> Instructional Aide	<input type="checkbox"/> Psychologist	
		<input type="checkbox"/> Vision/Speech/OT/PT	
<input type="checkbox"/> Other: _____			

Please **PRINT** a Password for this email account. This password will be kept on file in the Technology Office.

(Case Sensitive – will be entered as written)
(Minimum of 8 characters)
(For numbers, use this style: 0123456789)

Signature confirms your acceptance of the district's Acceptable Use Policy

Signature

For Tech Office Use Only:

Date Account Set-up: _____

AD User Login Name: _____

Set-up By: _____

Google: _____

SchoolPointe: _____

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