

Employee E-mail Request

Email service is provided by the department of Information and Technology and is only for employees of Catawba County Schools.

No employee will be issued an email address prior to signing the Catawba County Schools Acceptable Use and Internet Safety Policy.

Please Check One:

<input type="checkbox"/> New Employee	<input type="checkbox"/> Password Change	<input type="checkbox"/> Name Change (List previous username)
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First Name (PRINT)

Last Name (PRINT)

School(s) or Work Site

POSITION (Example: 4th-Grade Teacher; Middle-School Music; Media Coordinator; EC Teacher Assistant)

Password:	<ul style="list-style-type: none">• Must be at least 8 characters long• Is Case Sensitive (i.e. John, JOHN, john are all different)• Must not contain spaces Best Practices <ul style="list-style-type: none">• Contain at least 2 numbers
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WE CANNOT RETREIVE PASSWORDS. IF YOU FORGET YOUR PASSWORD YOU MUST RESUBMIT THIS FORM

Please complete ALL the above information and send by courier, in a sealed envelope, to *Information & Technology Services* at the CCS Central Office. You may fax the form to 828.466.2781. Your request will be processed upon receipt.

Your email account will have the following convention.

First Name: John
Last Name: Smith

Email Account: John_Smith
Internet Address: John_Smith@catawbасchools.net

Signature:	Date:
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By signing you acknowledge that you have read and accept the CCS Acceptable Use and Internet Safety Policy.

NOTE: Please make a copy of this form for your own records.