

USER REQUEST FORM

Human Resources ♦ Pittsford Central Schools

User Information

First Name: _____ Last Name _____

Last four digit of Social Security # _____ Hire Date _____

Full Time Part Time Paraprofessional Regular Sub

Subbing for _____ Start and End date _____

Temporary Logon Password: _____ (eight characters including caps, numbers and symbols) Note: this password will be used to facilitate initial logon to computer-systems and district email

Assignment Location (please print)

Please check all the building(s) that you will be working at:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Allen Creek | <input type="checkbox"/> Jefferson Road | <input type="checkbox"/> Mendon Center | <input type="checkbox"/> BMS East Admin |
| <input type="checkbox"/> Park Road | <input type="checkbox"/> Thornell Road | <input type="checkbox"/> Barker Middle | <input type="checkbox"/> Lomb |
| <input type="checkbox"/> Calkins Middle | <input type="checkbox"/> Mendon High | <input type="checkbox"/> Sutherland High | <input type="checkbox"/> TMF <input type="checkbox"/> Other |

Position: _____ State ID: _____

Welcome! (please read)

- The information you have provided above will be used to setup various computer accounts
- The password you provided is a temporary password and you will be required to change it
- Your building's ITS (Instructional Technology Specialist) can be of great assistance to you as you familiarize yourself with the Pittsford computer network

Administrator Use Only

Request Type: (check all the apply)

- User Logon E-mail Account Infinite Campus New Phone Number
 IEP Direct (Learning Specialist, Psychologist, SLP)

Administrator/Supervisor Signature: _____

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