

Nil Grove, Chief, Information Technology
108 Washington Street, PO Box 1724
Cumberland, Maryland 21501-1724



Account Access Request Form

Employee User Agreement: I wish to have access privileges to Allegany County Public School's systems. I have read the provisions outlined in the Allegany County Public School *Technology Responsible Use - Employees* (Policy GBM) and agree to abide by them.

To request account access, the employee must be employed by the Allegany County Board of Education. Complete the information below and return to the Information Technology Department.

PRINT CLEARLY

Employee Name: _____

First

MI

Last

Work Place / School(s): _____

Position, Content or Subject Area: _____

Sub Status: _____

Length of employment in this position – start and end date): _____

Substitute for (provide teacher/employee name): _____

Contact Phone # (to contact you with logon and password information): _____

System Access (ex., Mail, Aspen, Munis-Finance, AMS, Junto, list all that apply): _____

Employee Signature: _____

Approved by: Supervisor/Signature: _____

All information above must be complete.

The initial password must be changed immediately and is required to be a minimum of 8 positions long, containing at least one uppercase, one lower case and at least one number. Passwords expire every 180 days.

Upon your retirement, resignation, or termination, your accounts will be deactivated after your last pay.