



School District of the City of Pontiac

47200 Woodward Avenue · Pontiac, MI 48342.2243 · 248.451.6800

PERSONNEL TECHNOLOGY ACCOUNTS/EQUIPMENT

(once Human Resources has approved this request, they will forward it to the technology department for processing)

ADD

CHANGE

REMOVE

| | | |
|---------------------|--|--|
| TODAY'S DATE | | |
| FIRST NAME | | |
| LAST NAME | | |
| EMPLOYEE ID # | | |
| PERSONAL PHONE # | | |
| PERSONAL E-MAIL | | |
| BUILDING/DEPARTMENT | | |
| I AM A... | <input type="checkbox"/> Administrator <input type="checkbox"/> Teacher <input type="checkbox"/> Facilities <input type="checkbox"/> TA/ParaPro <input type="checkbox"/> Secretary <input type="checkbox"/> Outside Organization/Volunteer <input type="checkbox"/> Other | |
| SUPERVISOR'S NAME | | |
| START DATE | | |

<- Phone number/e-mail will only be used to contact employee in regards to technology accounts/equipment approval.

EMPLOYEE'S Signature

SUPERVISOR'S Signature

HUMAN RESOURCES' Signature

Please issue the above employee access to the below checked accounts/equipment:

| | ACCOUNT | USERNAME | PASSWORD | ISSUED BY/ON |
|--------------------------|---------|--------------------|------------------|--------------|
| <input type="checkbox"/> | Network | | Temp: Pa\$\$word | |
| <input type="checkbox"/> | E-mail | @pontiac.k12.mi.us | Temp: Pa\$\$word | |
| <input type="checkbox"/> | MIStar | | | |
| <input type="checkbox"/> | ID Card | | | |

| | EQUIPMENT | BRAND/MODEL | SERIAL # | NUMBER | ISSUED BY/ON |
|--------------------------|---------------|-------------|----------|--------|--------------|
| <input type="checkbox"/> | Laptop | | | | |
| <input type="checkbox"/> | Cell Phone | | | | |
| <input type="checkbox"/> | Internet Card | | | | |
| <input type="checkbox"/> | Office Phone | | | | |