



Network, E-mail, & Intranet Access Request Form

In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release Lake Stevens School District, Washington School Information Processing Cooperative, and other intermediary providers, if any, and operators, and any institutions with which they are affiliated from including, without limitation, the type of damages identified in the Lake Stevens School Districts' Acceptable Use Guidelines. Further, I agree to abide by the District's policy and procedures for electronic information systems, contained in Policy 1800 which I have reviewed and understood. I acknowledge that failure to comply with the policy and procedures may result in revocation of network use privileges. I acknowledge and agree that the Lake Stevens School District has the right to review, edit or remove any materials installed, used, stored, or distributed on or through the network or the District's system and hereby waive any right or privacy which I may otherwise have into such material.

Please place a check mark by the account(s) you are requesting.

Network

Email

Office Use Only
<input type="checkbox"/> Notified Building Secretary
<input type="checkbox"/> Verified Legal Last Name

Network and E-mail logon's are in the following format: *firstname_lastname*.

Your network logon gives you access to your computer workstation.

Your email logon gives you access to your district e-mail account.

Preferred First Name (Please Print):

Legal Last Name (Please Print):

Password:

(Must be at least eight characters long and contain one upper-case letter, one lower-case letter, and one number)

Job / Department:

District Location(s): **Room #:**

District Phone Extension: **Best time to reach you:**

Signature of User:

Date:

If you have any questions regarding this form, call the HelpDesk at (425) 335-1500 x.2005

Once you have turned in this form, your account(s) will be created within two working days. If your logon and chosen password does not work after three working days, don't hesitate to give us a call at extension 2005.

E-mail addresses are in the format *firstname_lastname@lkstevens.wednet.edu*

E-mail access is available on any school or district website under "For staff" > "District Gmail".