Crowley ISD Email Request Form
Employee Agreement Form for Participation in Crowley ISD's Internet System

Request for: ☐ **New Account** ☐ **Changes to Existing Account**

Email addresses are in the format first name.lastname. Given that information, please fill out the following form. For your First Name, please use the first name that you go by.

Please provide the following contact information:

First Name: MI: Last Name:
Campus: Position:
Employee #:
Username (of existing account):

Please enter a brief description of your request if you need changes to your account:

_____

_____

Your password will be automatically set to your employee number. Your campus secretary will have this number within two weeks of your processing (unless you are hired for the next school year at which time you should ask your campus secretary for your number on your first day of work at the campus). Passwords can be changed by Pressing Ctrl+Alt+Delete (for Windows XP users only) and selecting Change Password, or by submitting a password change request form. CISD Technology encourages the use of strong passwords. Strong passwords must be greater than 4 characters in length with no spaces and must be combinations of letters, numbers and symbols (i.e. !,@,#,$,%,^,&,*). Passwords change request will not be accepted by phone or fax. Please check below that you understand this information.

By submitting this form I acknowledge that I understand the above information and have read Crowley ISD's Acceptable Use Policy and agree to abide by its provisions. In consideration for the privilege of using CISD's electronic communication system(s), I hereby release Crowley Independent School District, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, inability to use, the system(s).

Signature _____ Date _____