

To: New Hamburg Central School District Employee
From: James Barber, Technology Department, UPS 136
Re: District Email and Network Access Account

Email services are available to the entire Hamburg staff. Access will be by Internet browser. This will allow you to access your Email from any online computer, including from home. In order to make this happen it is necessary to gather some information from you.

Please print and return this completed form to me at the Technology Office, UPES Room 136 or Email a completed and saved copy to jbarber@hamburgschools.org

Please use the following abbreviated Building names: AES, BVS, CAS, UPS, HMS, HHS, HAB

1. Proper Legal Name _____ (No nicknames)
2. Home Building _____ Alt Building(s) _____ Dept/Grade Level _____
3. List your title or position _____

Classification: Administrator Teacher Aide Clerical Maint/Cust
 Intern E1B Staff Other: _____

4. If applicable: Long Term Sub Regular Sub AND Expected End Date: _____

5. Choose an initial password (8 characters minimum w/ at least 1 Capital letter and 1 number). Please note your use of upper and lower case letters!

This password is case sensitive. PLEASE PRINT CLEARLY!

- ◆ Password guidelines:
 - ◆ Do not use your username (first initial, last name), do not use "Hamburg".
 - ◆ Please store and remember your password. Recovery takes 24 to 48 hours.
- ◆ Email Rules & Regulations
 - ◆ Visit <http://www.hamburgschools.org/aup>
 - ◆ Please read and adhere to the rules and regulations published in this document