

To: New E-mail User
From: James Barber, Technology Department UPES 136
Re: E-mail

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

◆ **Please return this completed form to me at the Technology Office, UPES Room 136**

◆ **PLEASE PRINT CLEARLY!**

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 Other

4. Circle one if applicable: **Long Term Sub** or **Regular Sub** and Expected End Date _____
5. Choose an initial password (5 to 8 letters and/or numbers). **PRINT CLEARLY.** Please note your use of upper and lower case letters!

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This password is case sensitive.

- ◆ 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.
- ◆ E-Mail Rules & Regulations
 - ◆ Visit <http://www.hamburgschools.org/aup>
 - ◆ Please read and adhere to the rules and regulations published in this document