

MCS D SYSTEM ACCOUNT & PASSWORD REQUEST

Please fill out the following form so we can issue you a SYSTEM ID & Password for a computer log-in, E-mail, and other software applications.

Circle One: EMPLOYEE SUB SCBOCES Contractor/Consultant/Other

Print clearly your legal name (as it appears on a paycheck): _____

Department _____ Building: _____

Your position (ie. Aide, classroom teacher, special ed, guidance, etc): _____

If classroom teacher, what grade: _____ If Special Ed, are you the primary teacher in the classroom: __Yes __No

Are you a long-term leave replacement? __Yes __No

Name of Staff on leave: _____ Leave Dates: _____

Sign your name: _____ Date of request: _____

Personnel Staff Use Only

NYS Teacher ID _____ Local Employee ID _____ AUP on file Date: _____ Initials: _____

Systems

Schooltool
Security group: _____

StaffTrac _____

SafeSchoolsNY _____

NWEA _____

SchoolMessenger Admin _____

My Learning Plan _____

IEP Direct _____

RTIm Direct _____

WinCap _____

EDOC _____

Boarddoc _____

SchoolDude – Room Res _____

NutriKids _____

Tripod _____

Security Cameras _____

Transportation
 Zonar
 FuelMaster

AD/Email only _____

Technology Staff Use	Date Enabled	Date Disabled
<input type="checkbox"/> AD Login/email	_____	_____
<input type="checkbox"/> Archive enabled	_____	_____
<input type="checkbox"/> Email Groups	_____	_____
<input type="checkbox"/> Phone	_____	_____
<input type="checkbox"/> Voice Mail _____	_____	_____
<input type="checkbox"/> Phone Directory	_____	_____
<input type="checkbox"/> Schooltool	_____	_____
<input type="checkbox"/> Schoology	_____	_____
<input type="checkbox"/> My Learning Plan	_____	_____
<input type="checkbox"/> iPad	_____	_____
<input type="checkbox"/> Apple ID	_____	_____
<input type="checkbox"/> Help Desk	_____	_____
<input type="checkbox"/> Brain Pop	_____	_____
<input type="checkbox"/> Castle Learning	_____	_____
<input type="checkbox"/> Discovery Ed	_____	_____
<input type="checkbox"/> Edmentum	_____	_____
<input type="checkbox"/> Exam Gen	_____	_____
<input type="checkbox"/> Front Row	_____	_____
<input type="checkbox"/> Gizmos	_____	_____
<input type="checkbox"/> Lexia	_____	_____
<input type="checkbox"/> Lifetouch	_____	_____
<input type="checkbox"/> Proj Wisdom	_____	_____
<input type="checkbox"/> Ready A-Z	_____	_____
<input type="checkbox"/> Reading Horizons	_____	_____
<input type="checkbox"/> Superkids	_____	_____
<input type="checkbox"/> Sullivan Lib DB	_____	_____
<input type="checkbox"/>	_____	_____