

MCSD 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, or 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: _____

If non-MCSD employee specify exactly what type of account you need & why (ie: wireless, our computers, and/or email):

Sign your name: _____ **Date of request:** _____

Administrators name: _____ **Administrators signature:** _____

Personnel Staff Use Only				
NYS Teacher ID _____	Local Employee ID _____	<input type="checkbox"/> AUP on file	Date: _____	Initials: _____

Systems	
<input type="checkbox"/> Schooltool Sec group: _____	
<input type="checkbox"/> StaffTrac _____	
<input type="checkbox"/> SafeSchoolsNY _____	
<input type="checkbox"/> NWEA _____	
<input type="checkbox"/> SchoolMessenger Admin _____	
<input type="checkbox"/> My Learning Plan _____	
<input type="checkbox"/> IEP Direct _____	
<input type="checkbox"/> LEXIA _____	
<input type="checkbox"/> RTIm Direct _____	
<input type="checkbox"/> WinCap _____	
<input type="checkbox"/> EDOC _____	
<input type="checkbox"/> Boarddoc _____	
<input type="checkbox"/> SchoolDude – Room Res _____	
<input type="checkbox"/> NutriKids _____	
<input type="checkbox"/> Tripod _____	
<input type="checkbox"/> Security Cameras _____	
<input type="checkbox"/> Badgepass _____	
<input type="checkbox"/> Transportation _____	
<input type="checkbox"/> Zonar <input type="checkbox"/> FuelMaster	
<input type="checkbox"/> WIRELESS only _____	
<input type="checkbox"/> AD only _____	
<input type="checkbox"/> AD & Email only _____	

Technology Staff Use	Date Enabled	Date Disabled
<input type="checkbox"/> AD Login/email	_____	_____
<input type="checkbox"/> Wireless	_____	_____
<input type="checkbox"/> Archive enabled	_____	_____
<input type="checkbox"/> CLASSLINK group	_____	_____
<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"/> Equipment	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Castle Learning	_____	_____
<input type="checkbox"/> Edmentum	_____	_____
<input type="checkbox"/> Ready A-Z	_____	_____
<input type="checkbox"/> Learning.com	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____