



## COMPUTER SERVICES USER ID REQUEST FORM

Please furnish the following information to be connected to the SCS computer system:

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

GRADE LEVEL \_\_\_\_\_

YEAR OF GRADUATION \_\_\_\_\_

Please insert the **FIRST FOUR LETTERS OF YOUR LAST NAME** and then the **FIRST FOUR LETTERS OF YOUR FIRST NAME** in the boxes below. This will become your User ID.

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PASSWORD OF CHOICE: \_\_\_\_\_

(You cannot use punctuation or spaces in your password choice and passwords are case sensitive.)

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**CONFIRMATION: (TO BE COMPLETED BY COMPUTER SERVICES)**

**NAME:** \_\_\_\_\_

**Your new User ID is:** \_\_\_\_\_

**Your password is:** \_\_\_\_\_

Please use this user ID and password from now on. You will not be connected to the network if you do not log-in the correct way and, therefore, will not be able to print or save work. Please contact Mrs. Bonesteel in the Computer Services Department with any problems associated with your account.

**START DATE** \_\_\_\_\_