



Greene County Schools

New / Update User Account Request

*** PLEASE PRINT ***

Today's Date: _____ School Year: _____

School/Department: _____

Classified Certified Full Time Part Time (____)-Month

New Employee / Staff
BOE Hire Date: (____ / ____ / ____)

Update Information: Effective: (____ / ____ / ____)
 Name Change Address/Phone Education
 Marital Status Work Assignment _____

Employee Information

Legal Name : _____ Nick Name: _____
Last First Middle (full)

Employee ID#: _____ Gender: M F Date of Birth: _____
MM / DD / YYYY

Country of Birth: _____ Country of Citizenship: _____

Phone Lines: Landline: (____) _____ Cell: (____) _____ Pager: (____) _____

Physical Street Address: _____

City: _____ State: _____ Zip: _____ County: _____

Mailing Street (if different from above): _____

City: _____ State: _____ Zip: _____ County: _____

Ethnicity

Please check **ALL** that apply

- American Indian or Alaskan Native - Asian - Black (not of Hispanic origin)
 - Native Hawaiian or Other Pacific Islander - White - Hispanic / Latino

Family Information

Since our Student Information System groups people by "Households", please answer the following questions so we can group you in the correct household.

Marital Status: - Single - Married - Spouse's name: _____

Children who live in your household and attend school in the Greene County School System

First Name	Middle Name (full)	Last Name	Date of Birth	Gender	Your Relation to Student	School Attending

Misc. Info.

Highest Level of Formal Education Attained: _____ Major or Area of Study: _____

Years of Work related Experience?: _____ What was your first year as a certified teacher? _____

Which Greene County School or location have you been assigned to?

School(s)/Department: _____ Job Title: _____

User Account Info.

The Technology Department uses an employee's **firstname.lastname** for user accounts and email addresses. However, we realize that many people may not go by their given or legal "first name". How would you like for us to set up your various technology user accounts?

_____ First Name Last Name

Requests for any and all user accounts must be approved in **writing** by your building or department administrator. No user account will be created until prior approval is granted. By signing below you also agree to adhere to and abide by the the Greene County Board of Education's **Acceptable Telecommunications Policy** which can be found on the Greene County School's website (www.greene.k12.ga.us).

Signature

I hereby certify that the information on this form is correct to the best of my knowledge.

Signature: _____ Date: _____

Approved by: _____ Date: _____

User Accounts Requested for the following applications. Computer Login Email Infinite Campus bigWebDesk Other _____