

FORM TO REQUEST ACCESS TO GISD WAN VIA THE EMPLOYEE PORTAL

This form is to be used for supervisory approval of employees wishing to obtain access to Galveston ISD WAN resources via the Internet.

This access is restricted to employees with valid User ID access. Employees should maintain non-trivial passwords (such as the word password). All restrictions and policies governing unauthorized access shall be adhered to and penalties for non-compliance shall be consistent with Galveston ISD Employee Policy.

Management: Please discuss with GISD Human Resources and Payroll processing pertinent issues that arise when hourly & non-exempt employees, during non-business hours, are given access to resources necessary for performing normal work activities. Issues arise with hourly employees having access to perform work during off hours with regard to the Employer's obligation to provide compensation. It is recommended that access to the GISD WAN using the employee portal be limited to non-hourly employees for all but a few exceptions. All exceptions should be approved by the Superintendent.

**APPLICATION FOR ACCESS TO GISD WAN
VIA EMPLOYEE PORTAL**

Name: _____ Dept/Campus: _____

Position: _____

WINDOWS NETWORK USER ID: _____

Supervisor Name / Title: _____

Check below if you require access via the Portal:

Skyward Finance Skyward Student Skyward Educator Access

I, _____, understand that access to the GISD WAN via the
Employee Print Name Here

Employee Portal requires strict adherence to computer security guidelines regarding user ID's and passwords. Failure to observe security rules may expose user files and resources to deletion, modification or other undesired results.

Employee Signature

Date

Supervisor Signature

Date

Superintendent Signature*

Date

**Required when authorizing non-exempt/hourly employee access to Employee Portal*