



NORMANDY SCHOOLS
COLLABORATIVE

INFORMATION TECHNOLOGY SYSTEMS

3855 Lucas and Hunt Rd.
St. Louis, Mo 63121
<https://www.normandysc.org>
Helpdesk: 314-594-7288 E-mail: helpdesk@normandysc.org

Employee/Adult Application
Network/E-mail and NSC Accounts

D New Account D Move within District from _____

Name (Please Print): _____

Signature: _____ **Date:** _____

(By signing you agree to abide by the rules of the Acceptable Use Policy.)

Personal E-mail: _____ **Cell Phone:** _____

Please provide your personal e-mail address and phone number, to be notified when your account has been created.

Please note that, in most cases, the format for your login name for Network/E-mail will be "first initial with last name of first name" followed by the @ symbol and the domain name of "normandysc.org" and based on how your name is given above.
(Example: Bob Smith = bsmith@normandysc.org).

Building Site/s: _____
(This information must be provided in order for your account to be created.)

Position/s: _____

Network/E-mail account password:

Select a password **at least 5** characters long: _____

(User names and passwords are created in lower case.)

FOR OFFICE USE ONLY

Cactus ID #

Network/Email Account

ListServ

A copy of this **Employee/Adult Application** will be kept on file at the ITS Department. A copy of the **Normandy Schools Collaborative Acceptable Use Policy** will be kept in your Personnel files.

If you have any questions, please call or E-mail the Help Desk.