



LONGWOOD CENTRAL SCHOOL DISTRICT

nVision Account Request/Disable Form

To: Ms. Janet Bryan, Assistant Superintendent for District Operations

From: _____ Date: _____

Employee Name: _____ Employee ID#: _____
(Last) (Middle) (First)

Building(s) Assigned To: _____

Position: _____ Department: _____

Check all that apply

- Access to nVision Permissions Change Corrections in nVision Disable Account

Please copy permissions assigned to: _____
(List prior or current employee name)

Additional Comments: _____

Approved: _____ Date: _____
Assistant Superintendent for District Operations (nVision Only)

Completed: _____ Date: _____
Network Specialist or Technical Support Representative

Create Account

Routing:
Assistant Superintendent for District Operations → Technology Department → Business Manager

Disable Account

Routing:
Human Resources Department → Technology Department → Business Manager