



HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

HLPnet Membership Application

Member Information:

This is an application for a (check one):

Student Employee Other (Please specify _____)

Name (full name - no aliases) _____

Street Address _____ City _____

State _____ Zip _____ Birth date ____/____/____

Phone Numbers (Home) _____ (Work) _____

Alternate E-Mail Address _____ Occupation _____

If you are a **student**, check here if you wish to use the alternate e-mail address listed above as your default e-mail address when using inSTiLE for school-related purposes. By checking this box, teachers may communicate with you through the e-mail address listed above for school-related purposes.

If you are a student or employee, at which school or site? _____

Computer being used _____ Operating System _____ Version _____

Special access requests/requirements (check one):

Dial-Up VPN Other (Please specify _____)

Please read the following VERY carefully and follow the instructions EXACTLY or your application cannot be processed!

Login Name:

Your account will be identified by your login name. Your login name cannot contain a space and must be at least 6 characters long and no more than 20 characters total. You must use all lower case letters. Please list three possible login names in order of preference.

Examples: susieq, jdoe

First request for login name (ALL LOWER CASE LETTERS!) _____

Second request for login name (ALL LOWER CASE LETTERS!) _____

Third request for login name (ALL LOWER CASE LETTERS!) _____

Your electronic mail address will be your login name followed by: @hlpusd.k12.ca.us (for employees) or @hlpnet.net (for students and the community).

Please complete both sides of this application!

NOTE: Accounts that are inactive for more than 30 days may be closed!

Password:

Your password to access the System should be known to you and no one else. You are responsible for all activity related to this login account and your password is there for your protection and protection of the System. You must provide a password on this application. We recommend that you change your password the first time you log in to the System and periodically thereafter. Should you lose or forget your password, you will need to contact the Account Manager to request assistance. There may be a service charge if the account manager must reset your password due to it being lost or forgotten. If you feel that someone else has learned your password, change it immediately and notify a system administrator. Allowing another individual to use your password is strictly forbidden by the Terms and Conditions as such actions pose security and legal problems and may result in cancellation of your account.

Passwords must be at least 6 characters long and no more than 32 characters total. At least 4 characters must be from the alphabet and at least 2 nonalphabetic characters. It cannot contain spaces. Your password must be entered exactly, including the correct upper and lower case letters. *Examples: d34xcl\$*

Request for password **(Please write CLEARLY!)** _____

Carefully distinguish upper case from lower case, l's from 1's (ones) and O's from 0's (zeros)!

Security Questions:

If it becomes necessary to reset your password, the Networks and Computer Services Department may ask you any of the following questions. Please be prepared to provide this information if you must reset your password.

What is your Mother's maiden name? _____ What is your pet's name? _____

What is your favorite TV Show? _____ What is your favorite food? _____

Please note: If you are a student or employee, other basic information that is in your student or employee file may be used for identification purposes.

Signatures:

Please be sure to sign and date this application. By signing this application, you acknowledge that you have received and read the Terms and Conditions for the use of HLPnet. As a member of the System, you understand that changes are made occasionally to the Terms and Conditions document and agree to abide by the current version of the Terms and Conditions document as posted electronically on the System. Any questions related to the Terms and Conditions should be directed to a system administrator. As a member of the System, you agree that should you ever be unwilling to comply with any provision in the current Terms and Conditions document that you will immediately cease using the System and contact the Account Manager to request that this login account be closed. Any violation of the Terms and Conditions may result in the loss of System access privileges and/or legal action against the individual(s).

Member Signature _____ Date _____/_____/_____

Parent Signature _____ Date _____/_____/_____
(required if Member is under 18)

NCS Specialist or Department Head Signature _____ Date _____/_____/_____

(DO NOT WRITE IN THIS SECTION – SYSTEM ADMINISTRATION USE ONLY)

Account name _____ **Opened** _____ **Closed** _____ **Host** _____

Return completed application to the District Office for signature, processing and forwarding to Networks and Computer Services (NCS). Applications will be processed on receipt by

**Hacienda La Puente Unified School District
Networks and Computer Services
15959 East Gale Avenue**

City of Industry, California 91745

System Managers: Jay Liang (626) 934-4829 jliang@hlpusd.k12.ca.us
Shawn McBride (626) 934-4822 smcbride@hlpusd.k12.ca.us
Help Desk: (626) 933-1111, help@hlpusd.k12.ca.us