Network/Email Account Application
For Beaufort County Schools Employees

IMPORTANT! You are responsible for **all activity** that occurs on/through your USERID/accounts. As recent legal cases have indicated, users may be held responsible for violations of standards/regulations/laws of distant political entities (such as other states etc.) For this reason, it is extremely important that you never allow anyone else to use your account, and you should never share your passwords with anyone.

Part 1 – Complete for all requests

(Please Print)
First Name: _____ **MI** _____ **Last Name:** _____

Primary Location: _____ **Other Locations:** _____

Position Title: _____

_____
Employee's Signature   **Date**
You will be notified of acceptance via school mail and given a temporary password.
Please log in on a school computer to set a password which will then also be your email password.

Part 2 – Complete either Section A or Section B

A. Request for New BCS Account: ☐ **Network**   ☐ **Email**

B. Request Concerning Existing BCS Account:

    Network: **Current User Name:** _____

    Email: **Current Email Address:** _____

    ☐ Move Account from _____ School   to _____ School

    ☐ Rename Account.   New Name**:** _____
                              First   MI   Last

Part 3 – Complete for all requests

    ☐ **Signed Acceptable Use Policy on File for Applicant**

_____
Principal's Signature   **Date**
Please fax to: 946-4793.

Part 4 – Completed by Technology Department Only

For Information Technology Services Use Only:

User ID: _____ **O365** _____ **GA** _____ **Groups** _____

Completion Date: _____ **Completed:** _____