Missoula County Public Schools Network Services Request Form

Use of the MCPS Information System is a privilege, not a right. District policy regarding network access is found in Administrative Regulation 2312EAU. Access to the network resources may be restricted or denied due to non-compliance with this regulation. Blatant or continual abuse of this privilege may result in disciplinary action being taken pursuant to district regulations.

Network accounts for faculty and staff will be setup and maintained by the Information Systems Center (ISC) according to district employment records. The initial network account will be created following receipt of this form and remain active during your tenure with the district.

I am aware of the District network policies as given in Administrative Regulation 2312EAU. Requesting this network account signifies my intentions to comply with said regulation during my tenure as an MCPS employee.

Signature: **Date:**

Please fill out this form and return it to the Information Systems Center at the Business Building.
Attention: Help Desk

User information needed for network connection.

☐ **New Network User Account**

☐ **Network Account Moved (Building Assignment Change)**

☐ **Long-term Substitue or Student Teacher Last day you will need account_____**

☐ **Other_____**

Name: (Please Print Clearly)

Last: **First:** **Middle Initial:**
(Your network ID and e-mail address will utilize your first initial, middle initial and last name.)

Building/School: **Room Number:**
(If you are assigned to more than one building, please list. Also, indicate which one you would like to be your homebase.)

Position/Job Title:

New Position or Name of who you are replacing:

Telephone Number/Extension:

If Transferred, From Which School(s):

Are you a Zangle user? Yes ☐ **No** ☐ **Are you a Keystone/Fusion User? Yes** ☐ **No** ☐

Select a password: (*5-8 characters/letters or numbers*)

Supervisor/Principal Approval:
(*Required***)**

🖥 **If you have any questions, please do not hesitate to call or e-mail the Information Systems Center (ISC) Helpdesk.**
- **728-2400 - Extension 7777**
- **helpdesk@mcps.k12.mt.us**

Office Use
User Id:
Netware Context:
Date:
Technician: