



Tulsa Public Schools

INFORMATION SYSTEM SERVICES - NETWORK ACCESS REQUEST FORM

Please print clearly and legibly

| User Information | | Name: _____ | | Employee <input type="checkbox"/> Guest/Vendor <input type="checkbox"/> | |
|------------------|-------|----------------|-------|---|--|
| E-mail Address: | _____ | Employee ID: | _____ | | |
| Department: | _____ | Site Name: | _____ | | |
| Title: | _____ | Phone Number: | _____ | | |
| Company Name: | _____ | Guest Sponsor: | _____ | | |

| Account Change Request | Modify Account <input type="checkbox"/> | New Account <input type="checkbox"/> |
|---|--|--------------------------------------|
| Temp Employee <input type="checkbox"/> | Term Substitute <input type="checkbox"/> | Date of Completion: _____ |
| Transfer Account <input type="checkbox"/> | Current Site: _____ | New Site: _____ |
| Name Change <input type="checkbox"/> | New Legal Name: _____ | |

| Account Access Request | Select all that apply and give explanation for each. |
|---|--|
| Application | Additional Information / Business Justification |
| E-Mail <input type="checkbox"/> | |
| Munis Financials <input type="checkbox"/> | |
| PowerTeacher <input type="checkbox"/> | |
| Name on Teaching Certificate: _____ | Teaching Certificate# _____ |

I have read and agree to the TPS Acceptable Internet Use Policy on file with ISS and the office at each site. The immediate supervisor's information is **MANDATORY**.

We will e-mail your supervisor with your user name and password.

Signature: _____ (Employee for new account setup) Date: _____

Web Access Approved By: _____ (Immediate Supervisor/Principal)

Supervisor E-mail Address: _____ Phone Number: _____

Completed form must be **faxed** to the TPS Information System Services at (918) 746-6174 by the **Principal** or **Supervisor** of the TPS representative requesting approval.

| | | | | | |
|---|--------------------------------|--------------------------------------|----------------------------------|--|--------------------------------|
| VPN Access <input type="checkbox"/> | Email <input type="checkbox"/> | File Access <input type="checkbox"/> | Support <input type="checkbox"/> | Servers Access (list below) <input type="checkbox"/> | Other <input type="checkbox"/> |
| NOTE: Vendors should list all TPS resources needed | | | | | |

VPN access must be approved by ISS

Access Approved Access Declined Access Reviewed by: _____