

School Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please contact \_\_\_\_\_ when account(s) have been completed.

Please check one **Only**:

School File Server Account

FirstClass (YESNet) Email Account

Both Accounts

A.) Add Student / Staff [Needed information is Student No., Classroom No., Grade]:

Full Name	ID Number/Username	Class/Room/Grade

B.) Account Password Reset [Call 8535 for current default password]:

Full Name	ID Number/Username	Password

C.) Delete Student / Staff Account:

Full Name	ID Number/Username	Class/Room/Grade

D.) Any other changes / questions / comments / concerns please provide details below: