



Pleasantville Public Schools



Network user creation request

Requested By: _____ **Date:** _____

New User Information:

First Name: _____	Last Name: _____
Location: _____	Title: _____
Department: _____	Start Date: _____

Needs access to: <input type="checkbox"/> Internet <input type="checkbox"/> Outlook Email <input type="checkbox"/> Home Directory <input type="checkbox"/> Other: _____
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Signature _____ **Date** _____

For Technical Staff use only:

Microsoft User Name: _____
Microsoft Password: _____
Email Address: _____

Please complete and fax to: 609-383-2919