



TECHNOLOGY MEMO

Date: _____

The Technology Department will connect you to the Internet/Email/Skyward/network electronic communications system. At your request, you will be connected to Global Internet Email. All Email accounts will consist of the following:

*First initial *Middle initial *Full last name

*Example: "Mary Louis Jones" address will be mljones@mabankisd.net

***Please supply the required information and return it to Karen Grisham, Technology Dept – Administration Office.

***NOTE:** Please PRINT & use legal name on social security card.

First Name _____
Middle Name _____
Last Name _____
Address _____
City - Zip _____
Cell/Home Phone# _____
Personal Email Address _____
Social Sec # _____
Date of Birth _____
Campus Name _____
Position Hired For _____
Password (minimum of 8 characters, at least 1 capital & 1 number or symbol, cannot be any of your name, 12345, etc.) _____

8/17 For Office Use Only:

TSDS# _____	Excel / Reset P/W _____
Skyward - Student User Added _____ Employee User Added _____	Webpage / SMTP _____
PEIMS Payroll/Finance Info _____	Email / Office 365 _____
TRS _____ EmployeeAccess _____ InRoll _____ AESOP/Veritime _____ Insurance Pkg _____	