**Caddo Parish Schools**

**Information Technology Department**

**Request for Email/JCampus Access**

**In order to expedite the assigning of email addresses and/or JCampus access *for new employees and employee reassignments*, please complete the form below and return to Information Technology. Use the Tab Key to navigate from cell to cell on the form. Email the completed form to** **dcraven@caddoschools.org** **and** **shroberson@caddoschools.org****.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and Title of Person Submitting Request\*:** |        | **School:** |       | **Date:** |       |

**New Employee Information (please type):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **New to Caddo?** | **Previous Caddo School, if applicable** | **Staff Member Being Replaced** | **Request for?** | **Position** | **For IT Use Only:** |
| ***Last 4 Digits of SSN*** | ***DOB*** | ***EMPLOY DATE*** | ***Email******Address*** | ***JCampus******login*** | ***Email Address*** | ***Password\*\**** | ***JCampus Login*** | ***Password*** |
|       |       |       |       |       |       |       | [ ]  | [ ]  |  |       |       |       |       |
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**Please remove the following employees from my site:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Separation Reason** | **School Transferred to, if applicable:** | **For IT Use Only – Check upon completion** |
|       |       |  |       | [ ]  |
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\***Principal or principal’s designee only**

**\*\*Password will expire and user will be required to change the password; the new password will require a minimum of eight (8) characters comprised of letters, numbers and a special character.**

10/2016 IT/sr