

CPSB Network / Email Account Application

(Please Print Clearly)

New Network / Email Account Name & Password

Enter your **LEGAL / PAYROLL** first name.last name

Ex:

j	o	h	n	.	s	m	i	t	h								

Middle Initial

New Password (Must meet this criteria)

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- Be at least six characters in length
- Contain characters from three of these four categories:
 - ☐ Upper case (capital) letter(s)
 - ☐ Lower case letter(s)
 - ☐ Number(s)
 - ☐ Special character(s) such as !, \$, # or even a space or a period

Name Change Requests

Is this application an EMAIL NAME CHANGE request?

☐ YES

☐ NO

Enter your current CPSB Email account name if this is a NAME CHANGE

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Employee Information

School or Department

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Work Number

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Position

- | | | |
|--|--|--|
| <input type="checkbox"/> School Board Member | <input type="checkbox"/> Assistant Principal | <input type="checkbox"/> Librarian |
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Counselor | <input type="checkbox"/> Teacher – Regular Education |
| <input type="checkbox"/> Consultant | <input type="checkbox"/> Inst. Facilitator | <input type="checkbox"/> Teacher – Special Education |
| <input type="checkbox"/> Principal | <input type="checkbox"/> Support Staff | <input type="checkbox"/> Vendor/Contractor |

Grade Level (Circle all that apply if you are a teacher)

Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12

Subject Taught (If teacher):

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School / Department Approval of Application – NO STAMPS

Have your principal or department head sign this form and fax it to: **217.4111**

Principal or Department Head Signature

Important Notices

- Your new email address will be your **LEGAL** firstname.lastname@cpsb.org and will be all lower case characters with the first and last names separated by a period (".") character.
- Account will be created within five working days upon receiving this application AND our verification of your job status as an **active** CPSB employee in the Pentamation system. Daily subs/temp employees are not eligible for email.
- **If your email account is not active within five working days, call the Tech Support Center at 217-HELP (4357) to check on its status.**
- Name change requests will not be processed until the name change occurs in the Pentamation system.
- In the case of duplicate email names, your email name will be modified and you will be notified of the change.