

Baldwinsville Central School District

Employee Network & Email, Schooltool User and MyLearning Plan Request and Change Form

First Name	MI	Last Name	
Previous Last Name (if requesting name change)		New Last Name	
Building	Room Number	Change to Building	Change Room Number
Job Title & Supervisor/Teacher		Change to Job Title & Supervisor/Teacher	
Effective Date of Change		District Phone where you can be reached	

Please check all that apply:

- | | | |
|--|---|---|
| <input type="checkbox"/> Network User Account | <input type="checkbox"/> Location/Building Change | <input type="checkbox"/> Temp User Ending Date: _____ |
| <input type="checkbox"/> Network User Email | <input type="checkbox"/> Name Correction/Change | <input type="checkbox"/> Termination Date: _____ |
| <input type="checkbox"/> Schooltool (complete request below) | | <input type="checkbox"/> My Learning Plan (MLP) |

SchoolTool:

Department/Grade: _____

Add to SMS Group _____

Change from SMS Group _____ to SMS Group _____

Reason for change: _____

Requester: _____ **Title:** _____ **Date:** _____
Building or District Administrator

Final Authorization: (required only for schooltool addition or change) _____
Deputy Superintendent

-----**FINAL DISPOSITION OF REQUEST**-----

Add SMS Group Group SMS Change Remove SMS Group Date: _____

District Data Manager: _____ **District Technology:** _____

Employee:

Important Information. Please read!

Below is your user information assigned to you.

- At the initial login you will be prompted to change your password. Please follow the instructions and prompts to change your temporary network password to something unique that only you will remember.
- Baldwinsville GMAIL username is **firstinitiallastname@bville.org**; password is the same as your newly created Network password.
- Schooltool login is your **firstinitiallastname**; password is the same as your newly created Network password.

GUIDELINES:

1. Do not share your password with anyone
2. Do not write passwords down and leave them where others may find them.
3. Password must be at least 8 characters, to include an uppercase, lowercase, a number and a symbol (It cannot contain any psrt of your name)

Network User Name	Network Password
Email Address Assigned @bville.org	Schooltool Login Name
Date	Authorized Signature

Routing Process: Building Principal(signature); email to Helpdesk@bville.org, MMoyer@bville.org and KWeaver@bville.org to add to the various programs