Newark Board of Education
Division of Information Technology

N e t w o r k   A p p l i c a t i o n   R e q u e s t

> **NOTE:** The Principal or Department Head must complete this form in its entirety and e-mail it to the ITHelpDesk for processing. Failure to do so will delay the processing of the request.

✅ **Newly hired staff receive the following access on their 1st day: Network Login, Exchange Email, Employee Self Service, AESOP and Kronos Time Entry.**

Requester		NBOE Phone #		Date:	

This request is for a (select one): ☐ F/T Employee ☐ Consultant ☐ H.S./College Intern ☐ Per Diem

First Name: _____ MI: ____ Last Name: _____

School/Department: _____ Physical Location: _____

Job Title: _____ Employee ID: _____ NBOE Phone #: _____

Does the user have an existing network account from another school /department? ☐ Yes ☐ No

If yes, please indicate the name of the school /department and login ID below:

School/Department transferring from: _____ Login ID: _____

🛑 **Information including the spelling of the user's name and Employee ID # have been verified to be correct. Please select only the applications that pertain to the user. Please DO NOT select unrelated applications as this may further delay the processing of your request.**

APPLICATIONS		
☐ Voice Mail	☐ PeopleSoft (HR) [Not ESS]	☐ Kronos (Timekeeper Only)
☐ Power School	☐ PeopleSoft (Financial)	☐ Aesop (Timekeeper Only)
☐ Power Teacher	☐	☐ Blackboard (Admin Only)

Please e-Mail the completed form to ITHelpDesk@NPS.K12.NJ.US

-------------------------- **P l e a s e   d o   n o t   t y p e   b e l o w   t h i s   l i n e** --------------------------
For Information Technology use only

Ticket Number:		Date Request	

Rev 10/26/2022