



## Request for Staff E-Mail Account

1. You must have an Acceptable Use Policy signed and on file before an e-mail account will be created.
2. Please complete the following information and return to Janet Thompson at the High School.

Full Name: (include middle initial) \_\_\_\_\_

Building: \_\_\_\_\_ Position: \_\_\_\_\_

Please note the following:

You will be required to change your password at first login. Below are the criteria that your password must meet to be accepted by the system.

At least 8 characters

Has not been used in the previous 6 passwords

Must not have changed within the last 0 days

Does not contain your account (user name) or full name

Contains at least three of the following four character groups

English Uppercase characters (A-Z)

English Lowercase Characters (a-z)

Numerals (0-9)

Non-Alphabetic characters (such as !, \$, #, %)

**After three failed attempts you will be locked out of the account and have to call the technology department for assistance.**

This form will be returned to you after your account has been created. Please keep this form in a secure place.

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This item to be completed by the Technology Department

Your E-mail Address is \_\_\_\_\_@jackson.sparcc.org

Attach e-mail instructions