



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.

This item to be completed by the Technology Department

Your E-mail Address is _____@jackson.sparcc.org

Attach e-mail instructions