



SILVER FALLS SCHOOL DISTRICT MOVING FORWARD... TOGETHER

Technology Account Action Form

(Complete and turn in to **Human Resources** at the Silver Falls School District Office)

Employee Name _____

Submitted by _____

Date _____

The following change(s) to take effect on: _____

- | | |
|----------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Create user account | <input type="checkbox"/> Disable user account |
| <input type="checkbox"/> Change password | <input type="checkbox"/> Re-enable user account |
| <input type="checkbox"/> School transfer | |

New Position

New Location / Department

Old Position

Old Location / Department

Location(s):

- Bethany
- Butte Creek
- Central Howell
- Community Roots
- Evergreen
- Mark Twain
- Pratum
- Robert Frost
- Scotts Mills
- Silver Crest
- Silverton High
- Silverton Middle
- Victor Point
- District Wide

Office Location: _____

Account Classification:

- Certified
- Classified
- Confidential
- Supervisory
- Administrative
- Coach / Advisor
- Other: _____

Passphrase (please write legibly):

Passphrase (Password) is cAsE sEnSiTiVe and **must include** a minimum of 12 characters, 1 special character, 1 number, and 1 capital letter

***Do not share your password with others**

Please drop by the Technology Department for a 15 minute orientation.

Comments or notes:

Turn this form into:

Human Resources
District Office
612 Schlador Street
Silverton, OR 97381

SFSD Technology Department
Silverton High School
1456 Pine Street
Silverton, OR 97381