

Area IV Learning Technology Center E-Mail Account Application

When requesting an account through the Area IV Tech Center, this form must be filled out in full.

Please read the attached "Acceptable Use Policy" and sign the Declaration of Understanding & Adherence at the bottom of this page. If this is not signed, or if any of the information is incomplete, the request for the account will not be considered. Additionally, returning this form does not guarantee that an account will be created. Applicants will be notified within 2-4 weeks on the status of their application.

FAX the completed form to 217-892-4637. or SCAN and e-mail the completed form to frontdesk@area4.k12.il.us

User Information:

| | | |
|-------------|--------------------------|----------------------|
| First Name: | MI: | Title /Position: |
| Last Name: | SSN: * * * - * * _ _____ | (last 4 of SS# only) |

Organization Information:

| | |
|-------------------|-------------------------|
| School District : | Domain Address: @_____. |
| | Building Name: |
| Phone: () | Street Address: |
| Fax: () | City: Zip: |

OTHER Needed Information:

| | |
|---|---|
| Old Email address (If transferring from another school) | _____@_____ |
| Current School Email Format <i>(check the format closest to your school email addresses)</i> | <input type="radio"/> Last name, first initial@yourschool.k12.il.us <input type="radio"/> First name, last initial@yourschool.k12.il.us <input type="radio"/> Firstname.Lastname@yourschool.k12.il.us |
| Preferred Username or E-Mail Address <i>(we cannot guarantee this, but will do our best.)</i> | _____@_____ |

I certify that the information included above is accurate

X

Applicant's Signature

Date

X

Administrator's Signature

Administrator's Name/Title

Area IV/ROE Acceptable Use Policy - Declaration of Understanding and Adherence:

I, the undersigned, have read the ROE Acceptable Use Policy, understand it and agree to adhere to the policies and procedures detailed within. I acknowledge that signing this policy does not ensure assignment of a computer account.

Should I breach the guidelines, I understand that I may lose all privileges on the ROE computer system.

X

Applicant's Signature

Printed Name

Date

Organization