Information Technology Services
Paradise Unified School District
6696 Clark Road Paradise, CA 95969
(530) 872-6400 x245 techteam@pusdk12.org
www.pusdk12.org

New Employee Account form

IMPORTANT: It is required that all staff must have a PUSD email account. Please complete this form and return it to the District office "Attention: Technology"

If you have questions, please email: techteam@pusdk12.org

Personnel Use Only

Employee ID: _____ ☐ Temporary ☐ Probationary ☐ Permanent **Start:** _____ **End** _____

PLEASE PRINT CLEARLY

☐ New Employee   ☐ Reset Password   ☐ Name Change

Last Name (Required)**:** _____ **Legal First Name** (Required)**:** _____

Previous Last Name: _____ **Preferred First Name:** _____

Middle Initial (Required)**:** _____ **Password** (Required)**:** _____

==**Password Requirements:** Password must be at least 8 characters long. Must contain at least 1 capital letter, 1 lowercase letter and 1 number. Cannot contain any part of your name or any leading zeroes.==

Site/Department: _____ **Supervisor**: _____

Official Job Title: _____

Work Phone: _____ **Personal Phone**: _____

Internal IT Use Only

☐ **Work order Created**

☐ **Workstation Login Name:** _____

☐ **Email address:** _____ **@pusdk12.org** _____

☐ **Aeries/Abi Account Created**
Username: _____
Password: _____

Site(S): _____

Setup Completed By _____ **Date**

Last Modified Date: 5/3/2016