



Johnson City Central School District
666 Reynolds Road, Johnson City, New York 13790
www.jcschools.com



Non-Student Request for Computer Network and Internet Access

I would like to request permission to use the full capacity of the Johnson City School District computer network. This will allow me access to the District's computer network, the District's e-mail system and provide me with the informational power of the Internet. I understand that this permission is granted only to those who strictly follow our school's "Acceptable Use Policy" as established by our Board of Education in policy 8630.

I understand that for security reasons, my password(s) are to be kept confidential and that my network password will need to be changed periodically using the guidelines provided below.

Password Guidelines:

- Network password MUST be changed every 90 days. You will receive a message during login prompting you to change your password when the 90 days has expired. You will be allowed a maximum of 3 grace logins using your old password before your account is disabled.
- The system will remember the last 5 passwords used, so you that you cannot simply alternate between 2 passwords.
- The password MUST be at least 7 characters in length.
- The password contains characters from three of the following categories:
 - Uppercase letters of European languages (A through Z, with diacritic marks, Greek and Cyrillic characters)
 - Lowercase letters of European languages (a through z, sharp-s, with diacritic marks, Greek and Cyrillic characters)
 - Base 10 digits (0 through 9)
 - Non-alphanumeric characters (special characters) (~!#%^&* _+= ' | \ () { } [] ; : " < > , . ? / @)
 - Any Unicode character that is categorized as an alphabetic character but is not uppercase or lowercase. This includes Unicode characters from Asian languages.

Name: _____
(please print)

Signature: _____ Date: _____

Jobtitle / Position: _____ Building: _____
or N/A for non-staff

Information Services Use Only

Network User ID: _____

Temporary Password: _____ (this password will work ONLY 1 TIME)

E-Mail Address: *youruserid@jcschools.stier.org*