



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.

When you first log into the District’s network using the temporary credentials below, you will need to select your own passphrase. This passphrase should be secure, yet easy to remember.

Passphrase Guidelines:

- Passphrase(s) are to be kept confidential. **Sharing passphrases or accounts is strictly prohibited.**
- Your passphrase must be at least **12** characters in length, but longer passphrases are encouraged.
- You *do not* need any numbers or special characters, but you *may* use them if you would like.
- You *do not* need to change your passphrase regularly; however, you *may* change your passphrase as often as you want.
 - You *must* change your passphrase immediately if you suspect someone else may know it.
 - Information Services may force you to change your passphrase if they suspect someone else knows it.
- You should select a passphrase that is hard for someone else to guess, yet easy for you to remember *without writing it down*. Some suggestions include:
 - An uncommon or nonsense sentence. Passphrases can contain space, numbers and punctuation, - e.g. "Et Tu, Brute?" or "5 dogs for 4 cows?".
 - Multiple random words that are easy to remember, but hard to guess - e.g. "correct horse battery staple" or "omlettedragonegg"

Name: _____
(please print)

Signature: _____ Date: _____

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

Information Services Use Only

Network User ID: _____

Temporary Passphrase: _____ (this passphrase will work ONLY 1 TIME)

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