



HAZLETON AREA SCHOOL DISTRICT INFORMATION TECHNOLOGY Systems Request Form Instructions



Any employee of the Hazleton Area School District requiring access to the district network systems must complete a systems request form. Additionally if an account is to be disabled or removed a new form must be completed by an Administrator and submitted to the Director of Technology.

For a New Account (Network, Email, Website, Etc.)

- A supervisor must fill out a Systems Request Form in its entirety and then submit to technology Department through the helpdesk (requests@hasdk12.org).
- Account duration and type of employment are required fields. (Indefinite should be used for renewable contract employees,
- The following documents must be delivered to the Technology Department as soon as possible (preferably prior to your arrival date), via district mail or in person. Your account will not be created if the following document is not signed and submitted. Employee Internet AUP Form
- Your account will be setup within 1 business week.
- Technology Department will contact site person or department contact after the accounts are configured.
- For most new accounts, this will be your last name, followed by your first initial, (additional first name letters may be required if a duplicate exist). This username will allow access to your accounts: Network, Email, and Website.
**If you are a long term substitute it will expire at the end of the school year.

Your Initial Login to the Network from a Windows computer

- For first-time login
- After turning on your computer, wait for the login prompt to come up
 - Type in your username. This is the username assigned by Technology.
 - You are assigned a temporary password when they notify you that your account is ready. Use this password for the initial login (changeme)
- After the computer completes the login process; you must change your password.

Note: A secure password should be used to protect your information. It needs to be at least 6 characters in length and consist of at least one upper-case, one lower-case and one number. You should periodically change your password to insure account security.

Termination/Resignation/Retirement : In order to make sure only authorized employees access the network, a new form must be completed by the supervisor or designee and inter-district mailed to Technology Department when employee resigns or is terminated.

Other System Accounts:

New Procedure as of March 5, 2014:

The building or department contact person listed on the user request form will be contacted to verify any additional accounts required.