

INTERNET SIGN-ON FORM

To: SV Staff Members
From: Jason Luke, Director of Technology
Re: Internet Access

It is extremely important that everyone has a confidential password for district access to the Internet. Passwords should be kept confidential and committed to memory (or kept in a secure place).

Please complete the form below and return it to the computer department in a sealed envelope.

READ COMPLETELY

The computer department will assign you a log-in name. Your LOG-IN NAME WILL BE THE **FIRST LETTER OF YOUR FIRST NAME AND THE FIRST 7 LETTERS OF YOUR LAST NAME**, e.g. fregulsk (Frank Regulski)

NAME: _____
(first & last name (please PRINT))

SCHOOL: _____

JOB TITLE: _____

Password: This should be unique, between 5 & 8 characters, alpha or numeric, or a combination of both. **YOUR PASSWORD MUST BE AT LEAST 5 CHARACTERS... AND NO MORE THAN 8 CHARACTERS.**

PASSWORD: _____
keep confidential... commit to memory or store in a secure place