

Computer Account Request Form

NON-MPS Employee to complete: Fill in all information to request access to the Midland Public Schools facility, security or technology resources. Incomplete forms will be returned, delaying the process.

Last Name:	First Name:	Middle Initial:	Phone: ()	
Home Street Address:		City:	Zip:	
Start Date:		End Date (if known):		
Personal Email:				

By signing this form you agree to abide by the Midland Public Schools Board policies and guidelines for technology use.

Non-MPS Employee Signature

Date

This following portion is to be filled out by the MPS Administrator/Supervisor.

MPS Administrator/Supervisor Printed Name

MPS Administrator/Supervisor Phone Number

☐ **Student Teacher**

☐ **Volunteer**

☐ **Contract Employee – Please select company below:**

☐ Chartwells

☐ Midland County ESA

☐ EDUStaff

☐ Midland Police

☐ Enviro-Clean

☐ Midland Sports Rehab

☐ ITH

☐ Other _____

Required Locations and Access

Building Locations:

☐ Dow High

☐ Midland High

☐ Jefferson

☐ Northeast

☐ Administration

☐ District-wide

☐ Adams

☐ Carpenter/Pre-Primary

☐ Central Park

☐ Chestnut Hill

☐ Plymouth

☐ Siebert

☐ Woodcrest

Access Required:

☐ BADGE ONLY

☐ Building Access

☐ Email

☐ Laptop/device

☐ Synergy/Canvas

☐ Other: _____

MPS Administrator/Supervisor:

Please enter the name of the Midland Public Schools employee arranging access to MPS Resources. This is the MPS employee we will contact if we cannot contact the applicant.

MPS Administrator/Supervisor Signature

Date

Please return completed form to Human Resources