**LHS Teacher / Staff Form Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position at LHS** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Password:

Last Name First Name Minimum 4 characters

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**TECH USE ONLY:**

|  |  |  |  |
| --- | --- | --- | --- |
| *Gmail* |  *Y / N* |  |  |

*Email Accounts: Create Date Created Date Deleted NOTES:*

|  |
| --- |
|  |

*Lotus Notes Groups: Assign Date Added Date Deleted*

|  |  |  |  |
| --- | --- | --- | --- |
| *214all* |  *Y / N* |  |  |
| *214teachers* |  *Y / N* |  |  |
| *214VP* |  *Y / N* |  |  |
|  |  *Y / N* |  |  |
|  |  *Y / N* |  |  |
|  |  *Y / N* |  |  |
|  |  *Y / N* |  |  |
|  |  *Y / N* |  |  |
|  |  *Y / N* |  |  |

|  |  |
| --- | --- |
| *Edline Activation Code* |  *Y / N* |
| *Computer Account Created* |  *Y / N* |

Computer Type & Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_