

# LA JOYA INDEPENDENT SCHOOL DISTRICT COMPUTER CENTER USER ID REQUEST FORM

Please print or type form. All blanks must be filled out.

- New Employee
  Modify Employee Access
  Remove Employee Access

**Please indicate area/s the user will be accessing:** SKYWARD (Student)  
SAGE/WHIS  
SKYWARD & SAGE

Employee Name \_\_\_\_\_ Principal/Director/Coordinator: \_\_\_\_\_  
 Job Title \_\_\_\_\_ Signature \_\_\_\_\_  
 Dept/Campus # \_\_\_\_\_ Dept/Campus Phone # \_\_\_\_\_  
 Date Requested \_\_\_\_\_ Date Needed \_\_\_\_\_

### USE OF SCHOOL DISTRICT INFORMATION

By signing this document, you agree to conduct yourself in a responsible, professional, and appropriate manner while using La Joya ISD computer resources. You also agree that you will not use La Joya ISD computer resources for illegal, commercial, or political purposes, that you will treat all data that you have access to appropriately, and that you are the only authorized user of your user ID(s).

\_\_\_\_\_  
 Email address \_\_\_\_\_  
 SSN (For Internal Use Only)  
 \_\_\_\_\_  
 Employee Signature \_\_\_\_\_  
 Date Signed

### COMPUTER CENTER USE ONLY

Business User ID \_\_\_\_\_  
 Student User ID \_\_\_\_\_  
 Other User ID \_\_\_\_\_

COMPLETED	RECEIVED
Date Active _____ Date Inactive _____	

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_