

# Username and Password Form Gilmer County School System Email and HelpDesk

You must have a username and password for network access. This includes network login, checking email, and using the online help desk.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Indicate the facility at which you work. If you work in more than one facility please check all facilities in which you work.

EES    GMS    GHS    MVE    CAS    Central Office  
 Maintenance    Transportation    Food Services

#### Job Position

Administrator    Teacher    Parapro    Long Term Sub  
 Student Teacher    Bus Driver    Clerical    Food Prep  
Other (please specify) \_\_\_\_\_

Username – Your username will be your first name and your last name separated by a period. Albert Einstein would have albert.einstein for a username. If someone happens to have the same first name and same last name we will modify one of the usernames so they will all be unique. You will be notified if your username is adjusted to be anything other than your first name and your last name separated by a period.

Password – Please list your desired password below. Your password must contain both letters and numbers. We will not accept any passwords less than five characters. Passwords cannot be any part of your name, as students will quickly guess these.

Please remember this password.

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

It is impossible for us to detect someone else using your login account. If someone is using your account, everything they do on the network will appear as if it were you. Never give your password to anyone for any reason, especially a student. If you believe your network account has been compromised, please notify the technical staff as soon as possible. Please return this form directly to your school-level technician.

Thank you,

John Call  
Director of Technology  
Gilmer County Schools