

# Hardeman County School System

## Request for Email Account

### New Employee:

Name: \_\_\_\_\_ School: \_\_\_\_\_

Title: \_\_\_\_\_

Have you worked for Hardeman County Schools previously?  Yes  No

### Current Employee:

Name: \_\_\_\_\_ School: \_\_\_\_\_

Title: \_\_\_\_\_

Have you ever had an email account with Hardeman County Schools?  Yes  No

If yes, what is your current school email address? \_\_\_\_\_

\*Reason for New Account Request (ie. name change)? \_\_\_\_\_

*\*Note: For name changes, we will setup forwarding from your old account to your new for a period of one year. It will be your responsibility to update your email address with 3<sup>rd</sup> parties such as subscriptions, vendors, etc. during that time. After the year is over, your old account will be disabled and will no longer forward emails to your new account.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### IT Department Use Only:

New Email Account: \_\_\_\_\_

Date Created: \_\_\_\_\_ Created by: \_\_\_\_\_