

West Mifflin Area School District Technology Account Setup Form

Please complete the following information in order to have your system account(s) set-up. Your Power School, IEPwriter and any other account information will be emailed to you at a later date if necessary. Your login for network/email will be your last name followed by your first initial. Ex. John Smith = smithj. Your email address will be *username@wmasd.org*. If your login is already in use, you will be notified of your alternate login.

***Please Note that your default password will be “password”.** You will be required to change this the first time you log on.

Please Print Legibly

First Name _____

Last Name _____

Position _____

School Building(s) assigned _____

Attached is the West Mifflin Area School District Acceptable Use Policy. This policy requires you be logged on to the Network with the username and password that has been assigned to you. It is against policy to use another person's account. Please refer to the attached A.U.P. for complete details.

***By signing below you are acknowledging that you have read and agreed to abide by all details of the West Mifflin Area School District Acceptable Use Policy. Failures to abide by this policy may result in the loss of network access and/or disciplinary action.

Signature

Date

Office Use Only

Staff ID Assigned: _____ Assigned Username: _____ Date Assigned: _____

Network/Email setup _____ Virtual/Voicemail Box _____ Power School setup _____ IEPwriter setup _____
Prosoft Financial setup _____ Personnel Web Portal _____ Inform _____