



REQUEST FOR DISTRICT ACCOUNTS

For SSD / Chartwell / Consultants / Other District Partners

Please forward to Human Resources by fax (314) 290-4030 or in person.

PLEASE DO NOT SEND VIA INTERSCHOOL MAIL or EMAIL.

Last Name:	Middle:	First Name:
SSN (<u>Needed for MO-SIS</u>):	Date of Birth:	Former Last Name:
Home Address:	Apartment No.:	City, State, Zip:
Home Telephone:	Alternate Telephone:	Marital Status:
Gender: M F	Race: <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Multiracial <input type="checkbox"/> Native American <input type="checkbox"/> White <input type="checkbox"/> Other	
Email (Optional):		Other Languages:
School Ext.:		

Work in SDUC Before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Start Date	Expected Last Day
Your Role with SDUC?	Position/Subject/Grade	
Consultant <input type="checkbox"/> SSD <input type="checkbox"/> Food Service <input type="checkbox"/> Returning Staff <input type="checkbox"/> Long-Term Sub <input type="checkbox"/> Student Teacher <input type="checkbox"/> Summer Academy <input type="checkbox"/>	Name of Staff You Are Replacing or Teacher Working With:	
	Location(s) in which you will be working. Select all that apply: <input type="checkbox"/> Julia Goldstein <input type="checkbox"/> Pershing <input type="checkbox"/> Curriculum & Instruction <input type="checkbox"/> Barbara C. Jordan <input type="checkbox"/> Brittany Woods <input type="checkbox"/> Technology <input type="checkbox"/> Flynn Park <input type="checkbox"/> UC High School <input type="checkbox"/> Communications <input type="checkbox"/> Jackson Park <input type="checkbox"/> AEL/LLC <input type="checkbox"/> Other: _____	

FOR TSS STAFF USE ONLY

WINDOWS

User Name:	Password:
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SISK12

User Name:	Password:
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GOOGLE APPS FOR EDUCATION - GMAIL

User Name:	Password:
Postini:	Groups:
SchoolReach:	Administrator Approval:

New User Instructions:

Go to District Website: www.ucityschools.org - You will see the links for Gmail, SISK12 and other procedures.

For SISK12: After your account has been set, please follow these instructions:

1. Enter Your User Name
2. Enter Your Password. **(You may change your password to one of your choice.)**
3. Create Password on next page – any of your choice. Enter password twice to confirm/change.

For Gmail: After you reach the Google Apps for Education page, please follow these steps:

1. Your user name is your District Gmail address: first initial, last name @ucityschools.org.
2. Password: ucityschools7 (unless informed otherwise)
3. Follow the remaining instructions. You may change your password at any time. Gmail passwords must be at least eight characters.

Please Contact TSS @ 314-290-4014 for clarification/questions.