



DIGITAL RESOURCES FORM Name or Location Change

CURRENT INFORMATION:

First Name: _____ Last Name: _____ Job Title: _____

Department: _____ Location: _____ Work Phone: _____

Request for (Check one or both of the checkbox below): _____ Effective Date: _____

Name Change

NEW NAME:

First Name: _____ Last Name: _____ Job Title: _____

Work Location Change

NEW LOCATION:

Department: _____ Location: _____ Work Phone: _____

Procedures:

1. Submit legal documentations for name change to Human Resources Department
2. Fill in this form and get authorized signature from Human Resources Department or your administrator for name or location change.
3. Send a copy of this form with signatures to:
Technology Services
Central Administrative Building Room 301
Attn: Network Analyst
4. All questions related to technical support should be addressed to Customer Service Center at 253-571-4357, email: help@tacoma.k12.wa.us

My signature below indicates I have read and agree to comply with the policies and procedures set forth by the Board of Directors and Tacoma Public Schools. Furthermore, my signature below confirms that I agree to discuss the material in the Acceptable Use Policy for Digital Resources (6973 and 6973R) with my students (if applicable). The policy manuals are available on the District Web Site to assist me as needed.

Employee Signature

Authorizing Signature

Date: _____

Date: _____

The Tacoma Public School makes no warranties of any kind, whether expressed or implied, for the digital resource services it provides. Use of any information obtained via the Internet is at your own risk. The Tacoma Public School specifically denies any responsibility or quality of information obtained through its network. Users must be aware that there are many services available on the Internet that might be inappropriate and offensive to certain groups of users. The network administrators of Tacoma Public Schools cannot block accesses to all inappropriate services, nor can they all be identified. Individual users shall be responsible for their own actions in navigating the Internet and other digital resources. For security reason, please be reminded that no staff, including the technical support staff, will ask you to provide your password to them by whatsoever means including email and phone call. **PLEASE DO NOT SHARE YOUR PASSWORD.**

Technology Services Use Only: Network Analyst _____ Date: _____