

Request Form
Lotus Domino Web Access

All new teachers including (Exceptional Children, ESL, Librarians) to the Memphis City Schools **must** fill out a request form for Lotus Domino Web Access. **Lotus Domino Web Access** will be your electronic communication tool within the Memphis City Schools system. Complete this request form and FAX it to 416-5332.

Domino Web Access training is **not** required for teachers. If you desire training, on-line registration is available at <http://www.mcsk12.net/admin/it/ttc/pdccatalog.html>, or complete this registration form indicating workshop, date, and time. FAX it to 416-4185 OR mail it to: Technology Training Center, 3772 Jackson Avenue, Memphis, TN 38108.

Date: _____

Please print

Last Name: _____

First Name: _____

Middle Initial: _____
(Middle initial must be given if available; if not please indicate NONE)

Job Title: _____

Supervisor Name/Title: _____

School/Dept Name: _____ RM# _____

Loc. Code: _____ Mail Route: _____

Daytime Phone: _____

Home/Alternate Phone: _____

FAX#: _____

List workshop ID code, date, and title

WKSHP ID	DATE	TIME	CLASS TITLE
WAC	_____	_____	Lotus Web Access

ACCESS CONTROL AT SCHOOL SITES

Any access to the MCS network must be approved by the principal based on MCS instructional and/or administrative policies, regulations and guidelines.

For Internet and e-mail access, an Acceptable Use Agreement must be signed by the user and kept on file at his/her site. Access will be terminated promptly when an employee leaves the MCS system or violates the Agreement.

All files, Internet use and e-mails are subject to review at any time by MCS.

Principal's Signature: _____

Date: _____