



**Marblehead Public Schools  
New Account Application**


An MPS Network user account gains access to school-networked computers and the following system accounts: ASPEN X2, Gmail and happyfox Help Desk ticketing Systems. Please detach and return the completed bottom section of this form and retain the top section for your future reference. You may contact the Tech Department via email, [techdept@marbleheadschoos.org](mailto:techdept@marbleheadschoos.org), or by phone @ 781-639-3120, ext. 3243.

<b>MPS Network Account</b>	A network account gives access to the MPS Network server in your building for saving files, using networked printers and accessing the Internet.
	The email address format is <b>lastname.firstname@marbleheadschoos.org</b> . Please contact the Tech Dept. with questions.
	An Aspen X2 account gives web-based access to the district's student information management system. Administrators, nurses, secretaries, staff and teachers access the system for student and staff records, including attendance, grades and education plans.

**Password Security**

The same username and password login is used to access the MPS Network, Aspen, Gmail and Tickets systems. New passwords cannot contain the user's account name or parts of the user's full name that exceed two characters; may not be repeated and must contain three of these four categories: uppercase, lowercase, numeric and non-numeric characters (ex. !, @ #, \$, %, \*). Do not, under any circumstance, share your password with anyone except Tech Department staff. If you believe that your account has been compromised, you should immediately request a new password from the Technology Department. Users should enroll in the district's self-service reset password manager system (<https://ssrpm.marbleheadschoos.org/>) to manage passwords remotely anytime, anywhere.

Technical or Maintenance issues and/or requests via [tickets.marbleheadschoos.org](https://tickets.marbleheadschoos.org)

 <b>Facilities / Technology Help Desk Tickets</b>	Go to <a href="https://www.marbleheadschoos.org/district/staff-links">https://www.marbleheadschoos.org/district/staff-links</a> and scroll to the happyfox link. Click the icon or the link to browse to <a href="https://tickets.marbleheadschoos.org">tickets.marbleheadschoos.org</a> and, when prompted, enter your network Username and password. Enter the ticket for either Facilities or Technology with as much information as possible.
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Please detach and return the completed, signed form to the Tech Dept. at Marblehead Veterans Middle School.

**All staff must review the Marblehead Public Schools District's usage and social media policies at <https://www.marbleheadschoos.org/district/technology/pages/technology-policies>.** I have read and agree to abide by these policies, rules and regulations regarding acceptable usage and social media. I accept the responsibility to safeguard my login information and carefully monitor usage of my accounts.

Please print clearly and include a personal email to enable us to contact you about your new account.

Name \_\_\_\_\_ Department \_\_\_\_\_  
 Building \_\_\_\_\_ Position \_\_\_\_\_  
 Personal Email \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**TECH DEPT USE ONLY:**

	REC'D: _____	PROC: _____	INI: _____	Rev. 08/20
Accounts	<input type="radio"/> Created <input type="radio"/> Updated <input type="radio"/> Disabled <input type="radio"/> Name Chg/Alias	<input type="radio"/> Created <input type="radio"/> Updated <input type="radio"/> Disabled	<input type="radio"/> Created <input type="radio"/> Updated <input type="radio"/> Disabled	<input type="radio"/> Created <input type="radio"/> Updated <input type="radio"/> Deleted
<b>MPS:</b> AD Group AD Email	<b>Gmail:</b> Google Team Drive(s) Google Group List(s)	<b>Aspen:</b> User Role(s)	<b>Security ID:</b> Photo: <input type="radio"/> Yes <input type="radio"/> No Print Badge: <input type="radio"/> Yes <input type="radio"/> No Swipe ID: <input type="radio"/> Yes <input type="radio"/> No	Email Directory: <input type="radio"/> Updated Accts Google Sheet: <input type="radio"/> Updated
SchoolMessenger (if applicable)	<input type="radio"/> Created <input type="radio"/> Updated <input type="radio"/> Deleted	<b>Aspen ID: #</b> Photo: <input type="radio"/> Yes <input type="radio"/> No	<b>Swipe ID: #</b> <input type="radio"/> Google Sheet Updated	<b>happyfox:</b> <input type="radio"/> Created <input type="radio"/> Updated