



Conejo Valley Unified School District

PERSONNEL SERVICES DIVISION / TECHNOLOGY SERVICES

EMPLOYEE NETWORK ACCESS REQUEST FORM

REQUESTING ADMINISTRATOR: _____
Last, First Name _____ Position Title _____

REQUEST TYPE : New Employee Modify Existing Employee Access Employment Separation - Date _____

EMPLOYEE NAME: _____ POSITION TITLE _____

EMPLOYMENT STATUS
 Temp. Classified Staff Exempt – Specialist
 Perm. Classified Management Exempt – Campus Supervisor
 Certificated – Teacher Exempt – Coach
 Certificated Management

Present School Site(s)/Location(s): _____

In case of employee site/location transfer, specify former site(s)/location(s): _____

•if applicable, name of person/position the employee is replacing: _____

EMPLOYEE ACCESS REQUIRED

LOCAL NETWORK ACCESS: Admin Academic

E-MAIL ADDRESS : Specify Distribution Lists: _____

ZANGLE (FRONT OFFICE):
 Attendance Edit Read - Only
 Behavior Edit Read - Only
 Enrollment Edit Read - Only
 Scheduling Edit Read - Only
 Transcripts Edit Read - Only
 Other: _____ Edit Read - Only

ZANGLE CONNECT (WEB APPLICATION): Teacher Health Clerk Other _____

ESCAPE ONLINE:
 Fiscal Services/Budget Accounting
 Payroll
 Human Resources
 Purchasing

OTHER/ADDITIONAL COMMENTS: _____

PERSONNEL SERVICES / TECHNOLOGY SERVICES DEPARTMENT USE ONLY

Employee Id: _____ Comments: _____

Technology Use Policy Agreement Signed: Yes - Date _____ No

Account Name: _____ Domain: _____ OU _____

Access Approved By: _____
Pers Svcs (Intls) _____ Date _____ Tech Svcs (Intls) _____ Date _____