



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
 Office of Operations and Systems Integration  
 1702 N. Alamo Street • San Antonio, Texas 78215  
 Office (210) 244-2900

*For HR Use Only:*  
 DOH: \_\_\_\_\_  
 HR Initials: \_\_\_\_\_

## Microsoft® Outlook Request

This form is a request for an e-mail account on Active Directory. **Complete information and signatures are required.** User IDs are system-generated with the first letter of first name and full last name, followed by a number (e.g., John Doe ~ jdoe1).

Submit **original** request form to the Office of Operations & Systems Integration, Attn: Outlook

Date: \_\_\_\_\_

NEW ACCOUNT

EXISTING ACCOUNT – Change in Status

Location Change – formerly: \_\_\_\_\_

Name Change – formerly: \_\_\_\_\_

Job Title Change – formerly: \_\_\_\_\_

Other Change – please specify: \_\_\_\_\_

**CHECK ONE:**  Full-Time Employee  
 Part-Time Employee

**NOTE:** Part-time accounts are valid for four months ONLY. To request an extension, submit a new Outlook Request form at the end of the four-month term. If this account is needed for less than four months, please provide an expiration date. \_\_\_\_\_

Please print in black or blue ink.

<b>First Name</b>		<b>MI</b>		<b>Last Name</b>	
<b>Required Employee ID</b> <i>SSN not acceptable</i>		<b>Job Title</b>			
<b>School/Department Name</b>					
<b>School/Department Org. Code</b>		<b>School/Department Telephone</b>			
<b>School/Department Address</b>				<b>Zip</b>	
<b>Second Campus Assignment</b> <i>(If applicable)</i>					

By signing this form, you agree to abide by the COMPUTER & TELECOMMUNICATION USE AND INTERNET ACCESS FOR EMPLOYEES guidelines (<http://www.saisd.net/admin/newtech/ats/helpdesk/procedures.shtm>) set forth by the SAISD.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Account information will be sent to your Principal/Supervisor.*

If you have any questions, please contact the Help Desk at 244-2929.

**For Technology Use Only:**

APPROVED  DISAPPROVED \_\_\_\_\_

Date Received:	Date Created:	Created By:
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