PINELLAS COUNTY SCHOOLS NON-PCS EMPLOYEE ACCOUNT SPONSORSHIP FORM

The purpose of this form is to conform to state regulations on providing access to schools networks, data, and communication services. All accounts for non-PCS employees require sponsorship by PCS Administrator and are up for renewal annually.

Please email completed form to sponsoredaccount@pcsb.org

When the account has been created or renewed, a TechHelp ticket will be emailed to the account sponsor. New _____ Renewal____ Change ____ Delete Date _____ Choose One: Please setup access for (Print Legal Full Name) Birthdate: _____ dd mm уууу To the following systems: ____ Network (Pinellas domain) VPN (remote access) (Email address required, personal or PCS) TERMS (Requires approval by Associate Superintendent Finance and Business Services) Student Information System (View Only) - (Requires proper documentation such as board approved contract or an email explicitly authorizing access from the school board attorney) Choose one: School Cost Center Access to all School Cost Centers PCSB.org email account Purpose/Rationale/Justification Location/Address Req. Activation Date _____ End/Renewal Date (1 year from activation unless contract stipulates sooner) Printed name of PCS Administrative Sponsor ______ Phone/Ext_____ Title of PCS Administrative Sponsor _____ Dept/School Name ____ Cost Ctr # ____ **TIS USE ONLY** Approved by TIS Administrator _____ Date _____ TIS Notes

PCS Form 3-3099 (Rev. 3/25) Review. Date 3/26