



INFORMATION TECHNOLOGY SYSTEMS

956 20th Street
Ogden, UT 84401
<http://www.ogdensd.net/>
Helpdesk: 801.737-8849 Fax: 801.737.8811
E-mail: helpdesk@ogdensd.org

Employee/Adult Application Network/E-mail and Cactus Accounts

New Account Move within District from _____

Name (Please Print): _____

Signature: _____ **Date:** _____

(By signing you agree to abide by the rules of the Acceptable Use Policy.)

Personal E-mail: _____ **Cell Phone:** _____

Please provide your personal e-mail address and phone number, to be notified when your account has been created.

Please note that, in most cases, the format for your login name for Network/E-mail will be "last name with first initial of first name" followed by the @ symbol and the domain name of "ogdensd.org" and based on how your name is given above.
(Example: Bob Smith = smithb@ogdensd.org).

Building Site/s: _____
(This information must be provided in order for your account to be created.)

Position/s: _____

Network/E-mail account password:

Select a password **at least 5** characters long: _____

(User names and passwords are created in lower case.)

FOR OFFICE USE ONLY	
Cactus ID #	<input type="text"/>
Network/Email Account	<input type="text"/>
ListServ	<input type="text"/>

A copy of this **Employee/Adult Application** will be kept on file at the ITS Department. A copy of the **Ogden City Schools Acceptable Use Policy** will be kept in your Personnel files.
If you have any questions, please call or E-mail the Help Desk.