This form must be completed by the requesting department prior to Technology Services accessing/auditing staff email accounts and authorized by the Superintendent of Schools.

|  |
| --- |
| Date:       |
| Requested Access to User Account (Name):       |
| Access to be shared with: |
| Name:       | Title:       |
| Access Granted from: Start Date:       End Date:       Indefinite: [ ]  |
| Requested access to:  |
| [ ]  rvschools account (i.e. Google Drive, Google Classroom)[ ]  OneDrive[ ]  Mailbox (as a delegate only)[ ]  I-Drive[ ]  Other access (indicate what access is required and why):       |
|  |
| **Requesting Department Contact**  |
| Printed Name:       | Title:       | Date:       |
|  |
| **Authorized by the Superintendent of Schools** |
| Printed Name:       | Date:       |
| Signature:  |

Please submit completed form to: itservices@rockyview.ab.ca

*Reference:*

* AP140 Responsible Use of Technology
* AP404 - Employee Code of Conduct
* AP182 - Protection of Privacy
* [RVS Privacy Policy](https://www.rockyview.ab.ca/privacy_policy)
* [RVS Terms of Service](https://www.rockyview.ab.ca/terms_of_service)