



**Expect great things.**

Pittsburgh Public Schools  
**Standard Operating Procedure**

---

**Request for System(s) Account**

Office of Information and Technology

OIT-018

**Account Request for Non-PPS Employee**

Date \_\_\_\_\_

Request for: *PPS Active Directory / System Login*

*PPS Email Address*

*Other* \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Firm / Company / School \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Start Date of Access: \_\_\_\_\_ End date of access: \_\_\_\_\_

I understand that by being granted access to PPS systems, I agree to the PPS Acceptable Use Policy and the District's Confidentiality Agreement.

Signature (Written or Digital):

\_\_\_\_\_

---

**Pittsburgh Public Schools Sponsor:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Department / School

\_\_\_\_\_

Signature (Written or Digital):

\_\_\_\_\_

As a requesting employee, I understand that by requesting this account, I accept responsibility for any actions this person performs on the PPS network.

**THIS FORM MUST INCLUDE AN ASSOCIATED CONFIDENTIALITY AGREEMENT  
AND BOTH FILES EMAILED TO [support@pghschools.org](mailto:support@pghschools.org) FOR PROCESSIN**