



User Account Request Form



ALL fields are required to be filled out before account can be processed.

This Account is: NEW ACCOUNT ACCOUNT TRANSFER OTHER _____
 PASSWORD CHANGE NAME CHANGE - former name was _____

Legal First Name:	Legal Middle Name:	Legal Surname:
Permanent Employee <input type="checkbox"/> OR Casual Employee <input type="checkbox"/>	Employee #:	Personal E-Mail:

POSITION (please check **ALL** appropriate box(es) **Choose Education Centre(s):** Bathurst Miramichi

Principal Vice-Principal Guidance Counsellor Administrative Assistant EAL Tutor

Educational Assistant Bus Driver Custodian Supply Teacher Volunteer

Teacher Gr. _____ → LTS OR Contract C/D/E Teacher → Completion Date: _____

Intern Teacher → Completion Date: _____ → University Attending: _____

Other: _____

Desired Password (Mandatory Field and Print Clearly) *See Requirements below: _____

* Password complexity requires that passwords must contain 3 of the following character categories – UPPER CASE characters, lower case characters, numeric characters 1234567890, these special characters: ! \$ % & * () _ + : = , . space and
must be at least 10 characters in length and cannot include any of the user's name.

Multi-Factor Authentication is a security requirement for accessing your account on a personal device. When your account is created, with your permission, we will configure MFA on your account using the phone number you list below:

My Personal Mobile Phone WITH Texting: _____ OR Home Phone: _____

I give permission for the phone number listed above to be set up for MFA: Yes No

It is recommended that two methods are installed. Please use the instructions at <https://nbed.sharepoint.com/sites/Docs/SitePages/Secure-Access-to-Microsoft-365.aspx> to install the Microsoft Authenticator App.

Location Information	
Previous District and School (if applicable)	Presently Assigned School

Please return this completed form to the Information Services Department via school mail or scan.
No request will be processed unless this form is completely filled out.
Forms with missing information will be sent back to the originator for completion. Please allow **five** working days for processing.

Signature / Approval		
Requested By (please print)	Signature	Date
Approval (Human Resources, School Principal or District Learning Specialist)		Date

NOTEBOOK COMPUTER

For a district assigned notebook you can apply online at <https://one.nbed.nb.ca>

* To qualify you MUST be a Teacher AND be employed with at least a 0.1 FTE contract*

[TO ACCESS THE PORTAL AND APPLY YOU WILL NEED AN ACTIVE NBED EMAIL ACCOUNT.](#)

You will need the following information to apply: District, School, Certification Number, Employee Number, Date of Birth, Language of Notebook, and Contract Type.



Policy 311

Information and Communication Technology (ICT) Use



The New Brunswick Department of Education provides Internet access subject to the terms and conditions of *Policy 311 - Information and Communication Technology Use*. Before an email account is assigned, you must agree to accept and abide by all terms and conditions of this policy.

Policy 311 has been developed to encourage competent and responsible use of Information and Communication Technologies (ICT) provided through the public school system.

All users of information and communication services and equipment owned or managed by the Department are responsible for using these services/resources in an appropriate, legal, and efficient manner and will be held accountable for misuse. You also agree to keep confidential your E-mail account password and to disallow access and use of your E-mail account and its services by others. Use of your E-mail account and its services may be forfeited if you are found to be in violation of the terms and conditions in the Policy document.

The ICT policy applies 24 hours a day, seven days a week, during and outside of office hours, to all users of information and communication technologies, Internet and E-mail services.

Adults in the public education system are entrusted with maintaining the good reputation of public education through exemplary conduct.

All Users Will adhere to the *Information and Communication Technologies Use Policy* and its guidelines.

Users Shall:

- Not create, access, store, send or print pornographic, discriminatory, or hate-motivated material.
- Refrain from accessing network/Internet services anonymously.
- Refrain from using free E-mail. (e.g., Hotmail, Gmail, Yahoo, etc.)
- Refrain from using unprotected chat sites.
- Protect personal safety of minors and refrain from compromising the safety of others.
- Respect others' privacy. Refrain from intercepting private communications and E-mails.
- Be aware that E-mail and electronic files pertaining to government business are subject to the Right to Information Act.
- Keep login identifiers and passwords confidential. Change passwords regularly and shutdown E-mail when leaving a computer unattended.
- Refrain from infringing on copyrighted material.
- Refrain from using Internet/network resources to access/store games for recreational purposes.
- Avoid any high-volume transmissions.
- Refrain from obtaining, by any means, access to any system, service, privilege or electronic material to which the user is not entitled.
- Refrain from making use of ICT provided/managed through the public school system for *personal* monetary gain.

The entire policy is available on-line at <https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/K12/policies-politiques/e/311A.pdf>.

Acknowledgement

This is to acknowledge that I agree to comply with Policy 311, and that I have received, reviewed, and have effective knowledge of Policy 311, Information and Communication Technologies Use.

Signed: _____ Date: _____