

The School District of Edgefield County
Novell/E-mail/SIS Account Request
Fax Request to 275-1128

Please fill in the following information to request an account.

New Account

Change Account

Verification

New Location: - Old Location:

Position:

First Name

Middle Name

Last Name

Old First Name

Old Middle Name

Old Last Name

Your e-mail account will be: **username@edgefield.k12.sc.us**. Your username will be your first initial, middle initial, last name. Since e-mail cannot support the same names for different accounts, in cases where a duplicate exists, you will be contacted to work out a different account name.

(For security purposes, you will be given a password at least eight characters in length. This will include upper and lowercase letters, numbers and symbols [such as rEf1eCti0n\$, etc.] in any combination. By requesting and accepting this e-mail account, I agree to the following guidelines: Please see reverse side of document on how to change your password in Novell, Email and Student Information System.

- I will discourage others from sending attachments greater than 1 mb in size.
- I will not use my account to send spam (bulk e-mail).
- If I am spammed or receive unsolicited e-mail, I will follow the instructions in the e-mail to remove my name from the list.
- I will follow the generally accepted practices of "E-mail Netiquette." This includes being concise and to the point. I will include a subject.
- I will join educational newsgroups and listservs, only.

District e-mail is not private; your district e-mail account is provided for professional use and will remain active during the summer months. Should you leave the employment of Edgefield County Schools, your account will be terminated.

Signed:

Date:

For Office use only

Username <

Password:

Novell

Email

SIS

TrackIt

How to change my password

Please remember that all passwords need to be at least 8 characters long. They need to contain at least 1 character of each type: upper and lowercase letters, numbers and symbols. Please do not end your password with a number. (example: Reflections = rEf1eCtiOn\$)

Novell

Login to the network as usual. Hold down CTRL, ALT and Delete simultaneously.

This will open a new window. You should see change password at the bottom left corner. To change type in your old password; then your new password twice.

Email

Login to email as usual. <http://mail.edgefield.k12.sc.us> Click on **Options** the **Password**. To change type in your old password; then your new password twice.

PowerTeacher (Teachers) (username and email password)

Login to PowerTeacher > click on Personalize > Change password. Type in your email password (old password) > Type in you new password (New Password) > Type in new password (Verify New Password) Click on the submit to save changes.

PowerSchool (Administrators and Office Staff) (username and email password)

Login to PowerSchool > click on Personalize > Change password. Type in your email password (old password) > Type in you new password (New Password) > Type in new password (Verify New Password) Click on the submit to save changes.