

<b>OFFICE USE ONLY:</b>
Novell _____
Skyward _____
MIVU _____
E-MAIL _____
GW _____

\_\_\_\_\_

Last Name, First Name

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\_\_\_\_\_

Expected Graduation Date if Student

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\_\_\_\_\_

Teacher Name if Student

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\_\_\_\_\_

Building Assignment if Employee

Charlotte Public Schools  
Charlottenet  
**Membership Application**

**Member Information**

**Date:** \_\_\_\_\_

This is an application for a: (check all that apply)

Student \_\_\_\_\_ Class Account \_\_\_\_\_ Teacher \_\_\_\_\_ Secretary \_\_\_\_\_ Staff \_\_\_\_\_

Name (full name - no aliases) \_\_\_\_\_  
FIRST MIDDLE LAST

Street Address \_\_\_\_\_

City \_\_\_\_\_, MI \_\_\_\_\_ Zip \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone Numbers (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Mother's maiden name (for security reasons) \_\_\_\_\_

If you are a student or employee, at which school or site? \_\_\_\_\_

**Please read the following VERY carefully and follow the instructions EXACTLY or your application cannot be processed!**

Your Account will be identified by your login name. **You must use the first six characters of your last name followed by your first name initial.** You must use all lower case letters. In the event of a duplicate login name request, middle initials will be added as the eighth digit.

**Your login name (all lowercase letters!)** \_\_\_\_\_

**Your electronic mail address will be your login name followed by: charlottenet.org**

**Example: loginname@charlottenet.org**

Applications will be processed upon receipt. Please allow 3 working days after we receive this Application for your account to be established. You can tell if it has been established when your login name and password are accepted at the login prompt. Return completed Membership Application and Member Responsibility Declaration to:

**Ida Balko**  
**CharlotteNet Administrator**  
**Charlotte Technology Department**  
**1068 Carlisle Hwy**  
**Charlotte, MI 48813**

phone: 517-541-5753      fax: 517-541-5755      email: balko@charlottenet.org

**PASSWORD:**

**Your password to access CharlotteNet should be known to you and no one else.** You are responsible for all activity related to this login account and your password is your protection. You must provide a password on this application. Should you lose or forget your password, you will need to contact the System Administrator to request assistance. If you feel that someone else has learned your password, change it immediately and notify the System Administrator. **Allowing another person to use your password is strictly forbidden and may result in cancellation of your account.**

**GUIDELINES:**

**The password must be no less than 6 characters and no more than 8 characters.** Use a combination of letters and numbers. No spaces. Passwords must contain at least one number.

1. Don't use your CharlotteNet ID, name, family names, initials, your department or office mate's name, your hobbies or pets' names.
3. Avoid the use of sports or other activities in which you participate.
4. Make it something you can remember. Don't write it down!
5. Make it something you can type easily and quickly.
6. Avoid the use of nouns.
7. Don't use dates such as birthdays, anniversaries, etc.
8. Use a combination of letters and numbers. No spaces.
9. Upper and lower case letters may be used.
10. Your password must be entered **exactly**, including the correct upper and lower case letters.
11. Carefully distinguish uppercase from lowercase, I's from 1's (ones) and O's from 0's (zeros)

**(Please circle UPPERCASE letters and underline numbers)**

Request for password: \_\_\_\_\_

(REMINDER: 6-8 characters only)

**Signatures:**

Please be sure to sign and date this application. By signing this application, you acknowledge you have read the Use and Access Policy for the use of CharlotteNet and agree to use this service for educational purposes only. As a member of CharlotteNet, you understand that changes are made occasionally to the Use and Access Policy document and agree to abide by the current version of the document as posted electronically on CharlotteNet. Any questions related to the Use and Access Policy should be directed to the System Administrator. As a member of CharlotteNet, you agree that if you are unwilling to comply with any provision in the current Use and Access Policy, you will immediately cease using CharlotteNet and contact the System Administrator to request that your login account be closed. Any violation of the Use and Access Policy may result in the loss of CharlotteNet access privileges and/or legal action against the individual(s).

**Users have no expectation of privacy as to information or activity on the District's electronic information technologies. The District retains the right to monitor all use, including but not limited to e-mail and voice mail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed through the District's electronic information technologies.**

Member  
Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parents Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(required if Member is under 18)

District System Administrator  
Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_