

Catasauqua Area School District
New Employee Computer Accounts

Dear New Employee,

Welcome to the Catasauqua Area School District. As an employee of the district you have access to the computer network which includes personal storage space on the centralized fileserver and an e-mail account. In order to set up these accounts for your use we need some information from you. Please fill in the information below and return to Mindy Redline in Administration.

Please print all information!

Name _____ Date _____

Building _____ Position _____

The Technology Department will create your Username. Unless you hear from the department this will be your LastNameFirstInitial format all in lower case.

Passwords - You will need a password to access the network and to access your e-mail. Both passwords should be the same. Do NOT select anything that can be connected to you, i.e. your favorite anything, a family member, phone number, etc.

Network & E-Mail Password _____

(must be at least 8 characters – at least 1 upper case letter, at least 1 lower case letter, at least 1 number, at least 1 special character, passwords cannot contain the user’s account name or parts of the user’s full name that exceed two consecutive characters)

Your E-Mail Address will be your **username(last namefirst initial)@cattysd.org** (all lower case).

Please contact your building administrator regarding training.

Listed below are the current e-mail distribution lists available for the district. Please check off those you think you should be part of. Your building administrator will verify your membership on these lists and forward this sheet to a member of the Technology Dept. If you are unsure of a list feel free to place a ? on the line.

District Wide

- Act48
- casd
- casdadmin
- casdadminoffice
- casdcustodial
- casdsecretaries
- coaches
- coaches-fall
- coaches-winter
- coaches-spring
- coaches-cheering
- districttech
- districttechcurriculum
- expressivearts
- family-consumer
- giftedsupport
- guidance
- language arts
- librarians
- mathematics
- science
- socialstudies

Special Education

- specialedadv – which is
the Special Ed Adv Cmt
- specialedcasd
- specialed-chs
- specialedcompliance
- specialed-cms
- specialed-ses

CHS

- chslanguagearts
- chsmath
- chsscience
- chssocialstudies
- classadvisors
- highschool

Middle School

- cms
- cmslanguagearts
- cmsmathematics
- cmsscience
- cmssocialstudies

Sheckler

- sesexpressivearts
- seslanguagearts
- sesmath
- sesscience
- sessocialstudies
- sheckler

Building Administrator Signature

Entered in System (Date & Initial)