

\*Please submit form to HR for review\*



Petersburg City Public Schools  
255 South Blvd. East  
Petersburg, Virginia  
U.S.A.  
23805  
Phone: 804-732-0510  
<http://www.petersburg.k12.va.us/>

# User Account Request Form

Date of Request:  Date Needed:

Employee Name:   
School/Building:   
Position/Title:   
Department:

Part-Time  Full-Time  Substitute  Long-Term Sub  Contract

Office/Room #:   
Employee ID#:

**\*\*In Order to Qualify for a PCPS Account, the Employee must be at least a Long-Term Substitute\*\***

## Action Requested: *Check All That Apply*

New Account Without E-Mail  Change Name Of Account  Delete/Disable Account  PowerSchool Access   
New Account With E-Mail  Reset Password  Reactivate/Enable Account  Keystone Access

## Purpose:

New Hire  Termination  Forgotten/Lost Password  Leave Of Absence  Returned From Leave Of Absence   
Already Have Account but Need E-Mail  Current Account (If Applicable)

## HR Use Only: *Please forward to Technology*

Employee Qualified  Employee Is Not Qualified

Signature Of Requestor

Signature Of HR Personnel