Account Application
Thursday, July 18, 2019

☐ **ADD**
☐ **CHANGE**
☐ **DELETE**

Please complete, print & include signatures
Fax or mail to NEOMIN for processing
528 Educational Highway, Warren OH 44484
Phone: 330.847.6464 Fax: 330.847.8568

NAME:

WORK PHONE #/EXT.

E-MAIL:

JOB TITLE:

DISTRICT:

BUILDING

Select Services You Need:

Student Services-See your SS Coord

☐ **Fiscal Applications/Remote PO**❄

EMAIL- See your Technology Coord

Select Distribution Lists PERTINENT To Your Job:

☐**Adult Education**	☐**Athletic Directors**	☐**Attendance Officers**
☐**Business Office**	☐**Curriculum Directors**	☐**EMIS Coordinators**
☐**Fiscal Services**	☐**GED Test Administrators**	☐**Guidance Counselors**
☐**Maintenance Personnel**	☐**Principals**	☐**School Board Members**
☐**SchoolNet**	☐**Student Services**	☐**Superintendents**
☐**Teachers**	☐**Technology Coordinators**	☐**Test Coordinators**
☐**Transportation Personnel**	☐**Treasurers**	☐**Vocational Education**

❄**Indicates You Also Need To Fill Out the *EMIS/Fiscal Authorization Form***

The NEOMIN systems to which your account has access should be used exclusively for district related business. It is understood that misuse of your account can lead to the temporary or permanent loss of system access. Any loss of data or costs resulting from the misuse of these privileges will be the responsibility of the school district or company requesting these privileges. NEOMIN reserves the right to reject requested privileges where sufficient need is not demonstrated as well as the right to suspend use of the account for reasons of misuse or for system maintenance.
Please review the NEOMIN policies before signing this form. By signing this form you are stating that you have read & consent to the referenced NEOMIN policies & that you have signed an Acceptable Use Policy at the district level.

Your Name (Printed) **Your Signature** **Date**

Supervisor's Name (Printed) **Supervisor's Signature** **Date**

NEOMIN Executive Director **Superintendent/Authorized Administrator's Signature/Date**

Revised 10/23/19