

**Clermont County Education Service Center**

2400 Clermont Center Dr ♦ Suite #202 ♦ Batavia, OH 45103

Fax NO. 513.735.8370

***Email Account Request Form***

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Building/School: \_\_\_\_\_

CCESC Supervisor: \_\_\_\_\_

Request Date: \_\_\_\_\_

**Type of Request:**

- Add a new user       Modify existing account       Delete an existing account

Note: If modifying and/or deleting requests only, provide ***user logon account information***:

Username: \_\_\_\_\_ccesc.org

By my signature, I accept the policies and procedures of the Governing Board of the Clermont County Educational Service Center.

Signature of Requestor: \_\_\_\_\_

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**FOR TECHNICAL DEPARTMENT USE ONLY**

Name: \_\_\_\_\_ Date: \_\_\_\_\_