

**State of Alaska Adult Education Programs
Staff Account Request Form**

<hr/> Grantee's MyAlaska User Name (not personal)	<hr/> AE Regional Program
<hr/> Last Name	<hr/> First Name
<hr/> Phone Number	<hr/> Job Title
<hr/> Email Address	<hr/> Date of Hire

Select All that Apply:						
Local Administrator:	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Unpaid Volunteer	<input type="checkbox"/>
Program Coordinator	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Unpaid Volunteer	<input type="checkbox"/>
Teacher	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Unpaid Volunteer	<input type="checkbox"/>
Paraprofessional	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Unpaid Volunteer	<input type="checkbox"/>
Counselor	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Unpaid Volunteer	<input type="checkbox"/>
Tutor	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Unpaid Volunteer	<input type="checkbox"/>

Agency Information

<hr/> Agency	<hr/> Fax Number
<hr/> Address	<hr/> City, Zip

Teaching Experience

Enter Date Teaching Began:

Enter Date Teaching Ended: _____ Or Currently Teaching

Years of Teaching Experience in Adult Education

Less than one year

One to three years

More than three years

Teacher Certifications

No Certification

Adult Education Certification

K-12 Certification

Special Education Certification

TESOL Certification

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As a computer user, I acknowledge that misuse of computing resources is a criminal activity, punishable under Alaska law (portions of which are reprinted below). I certify that I have read and understood my legal responsibility under the following:

"Sec. 22.46.484. Criminal Mischief in the Third Degree. (a) A person commits the crime of criminal mischief in the third degree if, having no right to do so or any reasonable ground to believe the person has such a right...(5) the person knowingly accesses a computer, computer system, computer program, computer network, or any part of a computer system or network..."

"Sec. 11.46.740. Criminal Use of a Computer. (a) A person commits the offense of criminal use of a computer if, having no right to do so or any reasonable ground to believe the person has such a right, the person knowingly accesses or causes to be accessed a computer, computer system, computer program, computer network, or any part of a computer system or network, as a result of that access (1) obtains information concerning a person; or (2) introduces false information into a computer, computer system, or computer network with the intent to damage or enhance the data record of a person. (b) Criminal use of a computer is a class C felony."

Statement of Policy of Password Confidentiality

By signing this request, I hereby agree that passwords allowing access to the Alaska Department of Labor's Data Processing Systems will be used solely for the performance of my authorized job functions. I also acknowledge that I will take necessary precautions to prevent its unauthorized disclosure to others, and that its use by anyone else is prohibited and will be reported to my supervisor immediately.

This form must be completed and signed by both the grantee staff member and the supervisor before access to the system will be granted. Please return the completed form to: ged@alaska.gov

Signature _____ **Date** _____

Supervisor's Signature: _____ **Date** _____

AAE Office Use Only

LWIA Region _____ Default Office _____

Approved By: _____ Date: _____

Priv Group _____