



Webmaster Account Request

Office of Communications
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS Form 271-7
November 2015

INSTRUCTIONS: Principals and directors use this form to authorize staff to publish to their school or office folder on the MCPS Web server.

Principal/Director/Supervisor name _____ Title _____

Principal/Director/Supervisor e-mail address _____

School or office name _____

Website address: http:// _____

PLEASE CREATE/UPDATE WEBMASTER ACCOUNTS FOR THE FOLLOWING PEOPLE:

■ **PRIMARY WEBMASTER:** Complete this section ONLY if you are designating a NEW person as the primary webmaster for your school or office. The primary Webmaster should be an MCPS employee.

Name _____ ID # _____

E-mail _____

ACTION:

- New Change Remove

■ **SECONDARY WEBMASTER:** Complete this section for additional webmasters. If not an MCPS employee, indicate whether the person is a contractor, parent/guardian, or student in the ID # space.

Name _____ ID # _____

E-mail _____

ACTION:

- New Change Remove

■ **SECONDARY WEBMASTER**

Name _____ ID # _____

E-mail _____

ACTION:

- New Change Remove

■ **SECONDARY WEBMASTER**

Name _____ ID # _____

E-mail _____

ACTION:

- New Change Remove

_____/_____/_____
Signature, Principal/Director/Supervisor Date

Return this form to the Web Services Team, CESC, Room 112
Questions? Contact webmaster@mcpsmd.org