



# Webmaster Account Request

Department of Communications  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

**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 \_\_\_\_\_

Web site 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, 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](mailto:webmaster@mcpsmd.org)