

How to Join

To be able to join T2 as an authorized user of the website, request and receive equipment, the following must be completed:

1. Your School / Agency / NPO must be a member of T2. If your agency is not a member, please fill out as ***User Account Request Form***. (see below)
2. Print and fill out the ***User Account Request Form*** below.
(This 1st introduction page does not need to be attached).
3. If your agency is being sponsored by another agency or T2 Member, once the request form is completed, forward to the sponsor that is authorized to approve user access to T2. Otherwise proceed to step #4.
4. Once the form is complete, forward to the T2 Administrator per the instructions at the end of the request form.
5. The T2 Administrator will process and request and email the user the required instructions, account and password.



TECHNOLOGY FOR TEACHING

User Account Request Form

SCOPE:

This request form applies to all qualified users who wish to request / receive technology from Clackamas County Technology for Teaching (T2). All users must be sponsored from a qualified agency within Clackamas County (such as a School, Civic Agency or NPO) as approved by the T2 Board. Each request is good for only 1 user and not groups or agency accounts unless previously approved and configured by the T2 Administrator.

PROCESS:

Upon approval of this request, the user will be assigned an user account / password that authorizes the user to log into the T2 Web Site, request available equipment and receive requested equipment. The requesting user must fill out the required fields, route to the sponsoring agency for approval of sponsorship (if required) and to the T2 Administrator at Clackamas County for review and processing. Accounts are NOT transferable to other agencies or users. Any changes in the status of an user must be communicated to the T2 administrator.

POLICY:

By signing this request, the user and sponsoring agency agree to abide to all T2 Policies and Procedures as identified in the T2 Charter and T2 Bylaws as well as any applicable local / State / Federal laws or regulations. The user agrees to utilize the T2 resources as specified and that receipt of any technology will be utilized in such manor as specified in the T2 Charter & Bylaws. The sponsoring agency also authorizes the user to represent the agency in the request & receiving of equipment that the agency can utilize and support.

AUTHORIZATIONS:

USER INFORMATION		SPONSOR INFORMATION (if required)	
User Name		Sponsoring Name	
Signature	Date	Sponsor Signature	Date
Agency		Sponsoring Agency	
Title		Title	
Email Address		Email Address	
Contact Phone		Contact Phone	

WHERE TO SEND:

Once this form is completed by both the requesting user and the Sponsoring Authority, this can be sent by mail, fax or email (pdf) to the T2 Administrator at the following:

Dave DeVore
Clackamas County Technology Services
121 Library Court Oregon City OR 97045
Phone : (503) 723-4996
Fax : (503) 655-8255
daviddev@clackamas.us

(To be processed by T2 Administrator)

T2 INFORMATION

T2 Administrator	
Signature	Date
User Account	
Password	
Setup By	Date
Restrictions / Comments	
Cancelled By	Date
Cancel Reason	