

Richland Parish School Board

Email Request Application

Name _____ Employee ID# _____

Preferred Username _____
(example: John Smith jsmith)

Password _____

School _____

Position _____

Date Form Completed _____

This form should be completed to receive an email account.

All payroll forms need to be complete in order for you to get your email account created.

Your password will be the same as what you've listed above. Your username, however, may be different. You can check the email directory to see if you got your preferred username.

<http://richland.k12.la.us/emaildir.php>

The Richland Parish Email Directory is accessible only on a school system computer. You will not be able to access the directory from your home computer.

The Richland Parish School Board URL is: <http://richland.k12.la.us/index.php>

Your email address will be (your username)@richland.k12.la.us

(example: jsmith@richland.k12.la.us)