



Network Services User Information Form

First Name (please print) _____

Last Name (please print) _____

Home Phone _____ Cell Phone _____

JALC Office Location _____ JALC Extension _____

Department _____ Title _____

Department Chairperson/Supervisor _____

- Full-Time Faculty Term Faculty Non-Teaching Professional Staff
 Full-Time Operational Staff Part-Time Operational Staff

Network Services

APECS.net

Do you need access to APECS.net to perform daily job tasks, excluding looking up personal information and information about classes you may be teaching? Yes No
If yes, you will be notified as to your username and password once it is created.

Requested Network Password:

Please print the password you prefer below. Your password must be at least 6 characters and no more than 10.

Email Accounts

Email address will be firstname.lastname@jalc.edu (all lower case).

Example for John Doe: [johndoe@jalc.edu](mailto: johndoe@jalc.edu)

Password will be the network password you selected above.

Network Login

Username is firstnamelastname (no spaces and all lower case).

Password will be the network password you selected above.

Example for John Doe: **username:** johndoe

password: network password (that you selected above)