



For Badge Preparers Use:

Old Badge# _____

New Badge# _____

Initials: _____

Date: _____

I.D. OR ACCESS BADGE AUTHORIZATION FORM

FOR NEW EMPLOYEES: To receive your badge, you must bring this completed form to the H.R./ Business Services Department located in the BOCES Administration offices in Room 208. Office hours for badges are by appointment only.

IF YOU LOSE YOUR BADGE, IMMEDIATELY CONTACT HUMAN RESOURCES AND YOUR SUPERVISOR:
H.R. can be reached at hr@ppboces.org or 719-622-2100. If lost or stolen the employee must pay to replace the badge. The cost to the employee is \$10.00 per badge.

SUPERVISOR MUST COMPLETE THE FOLLOWING:

Select One: I.D. Badge _____ OR Access Badge _____

Schedule (For Access Badges Only): Days _____ Hours _____

Name: _____
First Last

Access Category:

☐ Paraprofessional ☐ Certified ☐ Clerical ☐ SWAP ☐ All Access (24/7)
☐ Ed Interpreter Sub ☐ Other _____

Position/Title: _____

Location (Check One): ☐ BOCES ☐ SOE ☐ APEX

I understand that this badge is the property of Pikes Peak BOCES and is to be used for identification purposes and/or building entry related to BOCES business. Should I leave employment with Pikes Peak BOCES, I understand that I must return the badge to the H.R. Business Office.

Employee Signature: _____ **Date:** _____

Administrator Signature: _____ **Date:** _____

Routing:

HR Dept 1 _____ ☐ TECH Dept _____ ☐ HR Dept 2 _____
Date Date Date

Email request Form

New User or Update User Information

Last Name: _____ First Name: _____ MI: _____

Department: _____ Phone Number: (____) _____ - _____

Location: _____ Position Title: _____

Email Address: _____ @ppboces.org

Your email will be created within 24/48 hours of the completion of this form. You can try accessing your new account by going to www.ppboces.org and under "Employee Resources" click on the "BOCES Webmail" link. Login with the default password of **PPBoces!** and your username will be your email address. You will then be prompted to change your password and setup for dual factor authentication.

If you can't login within 48 hours, please put in a help desk ticket at <http://helpdesk.ppboces.org/> and we will assist you.