



Account Setup

Choosing a School Site Executive

In order for Academic Innovations to create your school's **My10yearPlan.com** account, a **School Site Executive** must be chosen. As the school user with the highest level of access at your site, the School Site Executive is responsible for the set-up and management of the school's use of My10yearPlan.com.

The individual chosen should:

- a. Be an enthusiastic computer/technology user
- b. Be someone considered tech savvy (but doesn't have to be a "power user")
- c. Be detail-oriented
- d. Have good organizational skills
- e. Like to help others become comfortable with technology
- f. Be respected by his/her peers
- g. Be an innovator who likes to be involved with cutting-edge projects

Start looking among the *Career Choices* teachers or a member of the technology staff, but any computer literate individual who likes detailed work is a candidate.

Once a member of your school administration has made a selection, fax the completed form on the next page to **Tanja Easson at 800-967-4027**. Upon receipt of the completed form, your account will be created and your School Site Executive will be contacted with details for getting started.

Visit www.academicinnovations.com/10yr/ssejobdesc.html for details about the School Site Executive's role in implementing and maintaining this sophisticated, yet entirely user-friendly, advisory and planning tool.

ATTN: TANJA EASSON – 800-967-4027



Account Information

Please indicate the status of this account:

New Account **Account Renewal** **Account Update**

School: _____

District: _____

School Address: _____

School Phone: _____

Principal Name: _____

Principal Email: _____

Appointed **School Site Executive**

Name: _____

Title: _____

Phone: _____

Email: _____

Administrator Signature: _____

School Site Executive Signature: _____

Date: _____