

**CONTRA COSTA COUNTY OFFICE OF EDUCATION
K12 COLLEGE SYSTEM SECURITY CONVERSION INSTRUCTIONS**

NEW USER ASSIGNED NAME

1. The *User Assigned Name* should start with your district's Rumba code (see list below) followed by the employee's first initial and last name up to a maximum of 8 characters (no spaces).

For example:

Current User Name is **Joe Johnson** at *Acalanes Union High School District*.

His new security conversion User Assigned Name would be:

bjjohnso

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| First initial and last name (maximum total = 8 characters)

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Acalanes Rumba code

District	Rumba Code
Acalanes	B
Antioch	P
Brentwood	C
Byron	D
Canyon	E
County Schools	O
John Swett	F
Knightsen	G
Lafayette	I
Liberty	J
Martinez	N
Moraga	M
Oakley	Q
Orinda	R
Pittsburg	S
Walnut Creek	X

NEW EMPLOYEES

1. New employees will be required to fill out a K12 College System Security Application form (available on the K12 website)