

# MIS Network/PC Access Form

New Hire \_\_\_\_\_ Change \_\_\_\_\_ Separation \_\_\_\_\_ Association \_\_\_\_\_ Foundation \_\_\_\_\_

## EMPLOYEE INFORMATION

<b>User Name:</b>	<b>Position Title:</b>	
<b>Supervisor/Contact Name:</b>	<b>Ext Number:</b>	<b>Dept/Cost Center:</b>
<b>Date of Hire:</b>	<b>Date of Separation:</b>	

## DEPARTMENTAL INFORMATION

<b>Use existing PC</b>	<b>Need Loaner PC</b>	<b>Need New PC</b>
<b>If use existing PC, Whose?</b>		<b>PC to be ready by:</b>

<b>PC Access Information**</b>	<b>Need</b>		<b>User Name/ID(for separation)</b>	<b>Access Changes</b>			<b>Completed</b>	
	<b>Yes</b>	<b>No</b>		<b>Add</b>	<b>Change*</b>	<b>Delete</b>	<b>By</b>	<b>/ Date</b>
<b>Network Account</b>								
<b>If <u>yes</u>, list folders to access:</b>								
<b>Email Account</b>								
<b>JDE Access/AS400</b>								
<b>If <u>yes</u>, what application(s)?</b>								
<b>Which cost center(s):</b>								
<b>KRONOS (Payroll timeclock access)</b>								
<b>If <u>yes</u>, which cost centers?</b>								
<b>People Soft</b> supervisor must email access justification and detail areas of access required								
<b>MBS (Kennel Bookstore access)</b>								
<b>CBORD-HMS (Housing access)</b>								
<b>CBORD-PCS (Food Service access)</b>								
<b>EMS (Reservations access)</b>								
<b>MIS use only      Workstation Setup</b>								

\*\*FOR ASSISTANCE, CALL MIS HELP DESK at 278-0820

\*NOTE: If *change*, specify changes to previous access (i.e., drives, cost centers, folders)

HR-Name \_\_\_\_\_ Signature \_\_\_\_\_ Ext \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Unit/Dept \_\_\_\_\_ Ext \_\_\_\_\_

**Approval Required** - Director Signature \_\_\_\_\_ Date \_\_\_\_\_