



New Account

Close account and move data on (requires supervisor and Human Resources (HR) signature)

Change to an existing account:

name change

job change

change of access to network resource (Does not require HR Signature)

Allow 2 business days for Network Services to create the account. Allow extra time, if an interpreter is needed for training. Form must be signed by supervisor and forwarded to HR. After HR confirms employee's status, HR will sign and send to IT.

Name of person needing the account

First Name:

Middle Initial:

Last Name:

Department:

If this person is in a short term position, when will they terminate work at CSDB?

Which items will the person need?

A CSDB email account

A personal drive

Access to Infinite Campus

Access to SharePoint

Skype account

Please list what additional access is needed:

If employee is not attending a scheduled New Employee Training, date available for initial training?

Is an ASL interpreter needed, during the training? Yes No

Is accessibility software needed, during training? Yes No

What accessibility software is needed, during training? Screen Reader Magnification Software

Supervisor's Signature: Date:

HR's Signature: Date:

For IT use only

Date Received:

Date Completed:

Completed by:

Upon completion, forward to HR for inclusion in staff personnel file.

Disposition of data upon closing an account:

Date