

CONFIGURATION SHEET

*** Mandatory information**

Individual Information / Demographics	Services / Software / Server Access Requests
<input type="checkbox"/> New City employee <input type="checkbox"/> Transfer from another department <input type="checkbox"/> Contractor/External <input type="checkbox"/> Existing Employee	Transfer Name: (accounts (Novell and/or email) of employee being replaced will be disabled and files deleted unless noted below to transfer)
Start Date:*	Transfer existing files to Individual: If yes, define existing file location (server and directory)
Current User ID:	<input type="checkbox"/> New PC for Vendor Install Release / PO Number of PC ordered: <hr/>
Employee ID Number:*	<input type="checkbox"/> Recycle PC
Last 4 digits of SSN:*	<input type="checkbox"/> Create Novell ID
Last Name:*	<input type="checkbox"/> Create Active Directory ID (includes email and instant messaging licensing)
First Name:*	MS Office: 2000 or 2003 (circle one) Pro or Standard (circle one)
Middle Initial:	
Department:*	List Specific Novell or AD Applications:
Division:*	<input type="checkbox"/> LotusNotes Applications
Location:*	Any Special Requests:
Phone #:*	Preparer/Contact Name:*
	Preparer/Contact Phone Number:*