**City of Albuquerque Configuration Sheet**

Double click on check boxes to change the value to “Checked”, if appropriate.

|  |  |
| --- | --- |
| **Individual Information/Demographics** | **Services/Software/Server Access Requests** |
| [ ]  New City Employee[ ]  Transfer from another department[ ]  Contractor/External[ ]  Existing employee[ ]  Rehired employee |  |
| **Start Date:\*** 10/18/2014 |  |
| **Current User ID:** None | [ ]  **New PC for Vendor Install**Release/PO Number of PC ordered:Make: Model: OS: [ ]  Win XP, [ ]  WIN 7 32-BIT, [ ]  WIN 7 64-BIT |
| **Employee ID Number:\***  | [ ]  **Recycle PC** |
| **Last 4 digits of SSN:\***  |  |
| **Last Name:\***  | [ ]  **Create Active Directory ID** (includes email and instant messaging license) |
| **First Name:\***  | **MS Office:** [ ] 2000 or [ ] 2003 or [ ]  2010 [ ] Pro or [ ] Standard |
| **Middle Initial:**  |  |
| **Department:\***  | **List Specific AD Apps:****\*Model after:** **\*User ID to model:**  |
| **Division:\***  |
| **Location:\***  | **Printers Host Names and Models:** |
| **Phone #:\***  | **Any Special Requests:** |
|  | **Preparer/Contact Name:** |
|  | **Preparer/Contact Phone Number:** |

**\*Mandatory Information**