**City of Albuquerque Configuration Sheet**

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

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| --- | --- |
| **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**