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:*	
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:**
Division:*	***Model after:** ***User ID to model:**
Location:*	**Printers Host Names and Models:**
Phone #:*	**Any Special Requests:**
	Preparer/Contact Name:
	Preparer/Contact Phone Number:

*Mandatory Information