**CSC Information Technology**

**Request for Employee Computer Account**

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: | | First Name: | |
| Please provide a personal phone number so that IT may contact you with account information: | | | |
| Department: | | Title: | |
| Office Building: | Room Number: | | Phone Number: |
| CSC tag number of office computer and/or laptop assigned to you: | | | |
| ***Your signature must be hand-written and indicates your commitment to follow the Department of Information Technology Policies as published on the Technology web page. This completed form can either be emailed to helpdesk@csc.edu or faxed to 308.432.6471.*** | | | |
| **Employee Signature:** | | | **Date:** |

**To be Completed by Department of Information Technology**

1. Verify employment with HR
2. Username:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. NU ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Email address noted in PeopleSoft / SAP
5. Active Directory (ORN) create
6. Exchange Account
7. Active Dir (ORN) set e-mail Dist. List flag
8. Active Dir (ORN) personnel data
9. HelpDesk Customer
10. Create HD case for computer rename
11. SAP (Notify HR and Finance Personnel)
12. Web Updates / Access
13. VPN Access
14. StarRez
15. Resource 25
16. ImageNow
17. WEbTix
18. CRIS Com
19. Sakai
20. Trumba
21. EagleMail External Contact
22. PeopleSoft Access

* Academic Advising
* Admissions
* Campus Community
* Financial Aid
* Student Financials
* Student Records
* Advisor Self-Service
* Faculty Self-Service
* Staff
* WebFocus
* EPM
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Remote Access App

* LogMeIn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Add Route Effective Date:** | | | |
| ***Joby*** | ***Ann*** | ***Malinda*** | ***Keith*** | | ***Andrew*** | ***Sherrie*** |
| 1, 4, 11, 22 | 13, 18 | 2, 3, 5, 14-16, 19 | 6, 7, 23 | | 12, 17, 20, 21 | 8-10,  update Mitel, VM & file |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Delete Route Effective Date:** | | | | |
| ***Joby*** | ***Ann*** | ***Malinda*** | ***Eric*** | ***Keith*** | | ***Andrew*** | ***Sherrie*** |
| 1, 4, 11, 22 | 13, 18 | 5, 7, 14-16, 19 | 9, 23 | 6 | | 12, 17, 20, 21 | 8, update assets, Mitel, VM file for 30 days & destroy |

**Other Accounts:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_