JITS
Just IT Solutions, LLC
Intelligent IT Infrastructure Design and Implementation

New User Request Form

Please complete the information below when hiring a new employee. Upon completion, please email this form to support@just-it-soluton s.com and allow 1 business day for the account to be created. You will receive an e-mail notification when it has been completed. Please fill out this form as completely as possible. Missing or incomplete information may result in delays when completing the configuration of the new user. If you have any questions, please contact a Just IT Solutions support representative.

Items marked with an "*" are required.

*Company Name:	*Office Location:
*First Name:	*Last Name:
*Job Title:	*Start Date:
*Workstation Name:	

New Employee Account Settings

Please mirror the settings of the following employee:
Please create New Employee Account with the following custom settings:

Required Applications / Services

EMR/EHR/PM Installation						
Email Mailbox						
Mailing list(s) / Distribution Group(s)						
Remote Access		Yes	No			
Application(s) Installation (i.e., MS Office, CCH, AutoCAD, Adobe, etc.)						
Does the vendor provide credentials for these applications?						
Attached / Networked Printer(s)						
Attached Scanner	Yes	No /If yes:		Networked Scanner		USB

Comments / Custom Instructions

*Requested By:		Date Requested:	
*Approved By:		Date Approved:	

- To Be Completed By A Just IT Solutions Administrator -

Just IT Solutions Email Security:		Yes	No	Created contact(s) in CW:		Yes	No
				AM Approved? :		Yes	No
File Sync & Share:		Yes	No	If unsure, queue to AM after work completed			
Engineer			Ticket #		Date Completed		