| | | | |
|---|---|---|---|
| TODAY'S DATE | | EFFECTIVE DATE | |
| EMPLOYEE NAME | | | |
| PHONE NUMBER | | | |
| DEPARTMENT | | | |
| SUPERVISOR | | | |
| POSITION | | | |

SELECT ONE ☐ NEW ACCOUNT ☐ EDIT EXISTING

WILL THIS USER NEED THEIR OWN PC/LAPTOP? ☐ YES ☐ NO

IF YES, WHERE WILL THIS SYSTEM BE SET UP?

IF NO, WHICH MACHINE WILL THE NEED TO LOG ON TO? SPECIFY LOCATION AND OTHER USER(S)OF MACHINE TO BE SHARED

WINDOWS ACCOUNT REQUIRED? ☐ YES ☐ NO

ERP (VISUAL/NETSUITE) ACCOUNT REQUIRED? ☐ YES ☐ NO

IF YES, WHAT ROLE DO THEY NEED:

DOES THE USER REQUIRE AN EMAIL ACCOUNT? ☐ YES ☐ NO

IF YES, LIST ANY DISTRIBUTION GROUPS NEEDED

PLEASE LIST ANY ADDITIONAL HARDWARE OR SOFTWARE THAT THIS EMPLOYEE WILL REQUIRE (e.g. CATIA VIEWER, ETC).

HR APPROVAL: _____ MGR APPROVAL: _____

**SIGNATURE REQUIRED** **SIGNATURE REQUIRED**

**SUBMIT THIS FORM TO THE HR DEPARTMENT—DO NOT SUBMIT TO IT DEPARTMENT**