**[F]** – Field [**DD]** – Drop-Down

**[C** **DD]** – Conditional Drop-Down [**DC** **DD]** – Double-Conditional Drop-Down

What action would you like to take?

**New employee – Give a new employee IT permissions**

First name? **[F]**

Last name? **[F]**

What division is the new employee in? **[DD]**

What school or department is the new employee in? **[C DD]**

What is new employee’s position? **[DC DD]**

**New Position – Give an existing employee new IT permissions (old permissions will be removed)**

First name? **[F]**

Last name? **[F]**

What division is the new employee in? **[DD]**

What school or department is the new employee in? **[C DD]**

What is new employee’s position? **[DC DD]**

**Additional Position – Give an existing employee additional IT permissions for their new position**

First name? **[F]**

Last name? **[F]**

What division is the new employee in? **[DD]**

What school or department is the new employee in? **[C DD]**

What is new employee’s position? **[DC DD]**

**Terminated employee – Remove an employee’s IT permissions**

First name? **[F]**

Last name? **[F]**