

SYSTEM ACCESS REQUEST FORM

Instructions:

1. The Department Manager must complete this form to request access for their employee/user and email to HR for information verification and approval. Employees/users may not submit this form on their own behalf.
2. If approved, HR will submit all requests to the IT/ISO for final review and processing.
3. Completion of setups: Please allow up to 2 weeks for new hire setups; please allow up to 2 business days for account modifications.
4. IT/ISO will inform Department Manager once the request has been completed.

Section 1: USER INFORMATION

Account Request: ☐ New Request ☐ Modify Request ☐ Disable Account
Setup Type: ☐ Standard Setup ☐ Modified Setup *(for non-standard setup, please fill out Section 3)*
Network Access: ☐ Network Access ☐ Non-Network Access *(must complete Section 3)*

Name	Department/Vendor Name		
Job Title	Start Date/Exit Date	TO	Exit Date (if known)
Requested By (Manager Name)		Today's Date	

Section 2: GENERAL ACCOUNT INFORMATION:

Classification: ☐ Staff ☐ Consultant
Status: ☐ Full-time ☐ Part-time ☐ Temporary
Laptop: ☐ Yes ☐ No
Remote Access: ☐ Yes ☐ No
Office Badge: ☐ Yes ☐ No

Section 3: SYSTEM ACCESS *(Use for Non-Standard setup Only OR if changes are made to an existing account)*

Please indicate for which applications, shares, and environments you are requesting access.

Modification to Account:

- ☐ Temporarily Disable Account until (date): _____
- ☐ Temporarily Grant Access until (date): _____
- ☐ Disable Access to the following Platform(s): _____
- ☐ Grant Access to the following Platform(s): _____
- ☐ Other Adjustments: _____

Shared Drive Access:

☐ S Drive ☐ V Drive ☐ Other: _____

Application (for non-standard setup):

- ☐ Email ☐ Keep account active for 14 days after separation.
- ☐ Email on Mobile Device
- ☐ Skype
- ☐ BlueDirections EDT
- ☐ BlueDirections Back Office
- ☐ Trionfo EDT
- ☐ Trionfo Back Office
- ☐ Visio Application
- ☐ Project Application

- ☐ Balsamiq Application
☐ RingCentral HUD
☐ RingCentral Reporting
☐ RingCentral, *Please specify access level requested:* _____
☐ Manage Engine, *Please specify access level requested:* _____
☐ Production Data Access, Other, *Please specify access level requested:* _____
☐ Staging Environment Access, Other, *Please specify access level requested:* _____
☐ Dev Environment Access, *Please specify access level requested:* _____
☐ DevOps, *Please specify access level requested:* _____
☐ RDP Server Access, *Please specify access level requested:* _____
☐ Other, *Please specify access level requested:* _____

Environment:

- Is the identified access and level of access required for this employee to carry out his or her job duties, functions, and responsibilities? ☐ Yes ☐ No
- Has reasonable efforts been made to limit access to what is needed? ☐ Yes ☐ No
- Reason for access request or change: _____

Section 4: APPROVALS

- A. User's Manager: By signing this form, I approve the access request change and certify that this user requires access to be added or changed (as indicated in this form) to perform his/her job duties.

Manager Electronic Signature and Date: _____

B. For HR Use Only	
Access Request Action	<input type="checkbox"/> Request has been APPROVED <input type="checkbox"/> Request has been DENIED
Date Reviewed	
Notes/ Comments	

C. For IT/ISO Use Only:	
Account Action	<input type="checkbox"/> Account Created <input type="checkbox"/> Account Modified <input type="checkbox"/> Account Deleted/Disabled
User Name	
Account Temporary Password	
Date Completed	
Notes/ Comments	