FORM-004-309-I v1.0

***SEND THIS FORM as an attachment to*** [***securityAdministration@lowes.com***](mailto:securityAdministration@lowes.com)***. NO FAXES – NO PAPER.***

***ONLY ONE 309 FORM PER EMAIL WHICH MUST INCLUDE THE MANAGERS APPROVAL.***

**DATE OF REQUEST**:

**Type of Account**:  Employee(Joint Venture)

**REQUEST**:  New Hire  Modify Existing Account – ID   Transfer

**USER INFORMATION**:

SalesID for Employees or Vendor/Contractor UID:

**(No Sales ID is required for New Request)**

Name: Last, First MI: ,   Effective Date:

Job Title:  Dept Name:  Dept Number: Physical Location (1999, 0912, etc.): **1499**

**MANAGERS INFORMATION**:

Manager’s Name: Last, First MI: ,

Manager’s SalesID:  Manager’s Phone:

**TEMPLATE NAME (if applicable)**:

**REQUEST**:

Mainframe ID - **Prefix REQUIRED** for ID:

MF/CICS Transactions: Provide transactions in the Notes section below. Examples: **RP9A, SORU, IMM1, RP1Z**

UNIX/GLS1/SNetTerm/NetTerm/Genesis ID - **Group Name (REQUIRED):**

See list of groups on the web site

Additional folder access (other than F: G: and V: drives). **(If no rights provided – Read only will be granted.)**

Example: ***Read only access to lognet on msfs01****;* ***Read/write access to* \\*msfs01*\*data1*\*share*\*process***

**Basic User Accounts include rights to:**

* Personal drives (F: and V:)
* Access to the local share “everyone” folder (G:)
* Email account
* Internet access
* Microsoft Lync access
* VPN access (See “VPN” on page 3 for more information)
* No **vc.** on the e-mail address
* Must have 80XXXXX in Attribute 10
* User is added to **G\_SEC\_CSC-B\_Exempt**

**Requestor: Please copy Balaji.RD@lowes.com to trigger the laptop workflow.**

**ADDITIONAL INFORMATION/NOTES**: