

Select one of the following:

New Account

Change

Delete

Request for Computer Account Login, E-Mail and Phone

(Do not hand-write on form)

Date Prepared:

Choose one:

Goodwill Industries of Hawaii, Inc.

GCSH

Name of Employee:

Job Title:

Assigned department name:

Code number:

Assigned location including street address:

Phone number:

Extension:

Individual Fax:

Group Fax:

Email address for Mitel phone Voice Mail:

Company cell phone (new or existing):

Please use this form to request the following:

- 1) Computer Login Username (format is first name & initial of last name):
- 2) E-mail address (format is first initial and last name): @higoodwill.org
- 3) Email distribution group other than **All Employees**:
- 4) Shared folders:
- 5) SharePoint Online Access?

For Goodwill/State Contract Programs Only (DHS)

Email address issued to you by the state:

I have read and understand the provisions of Policy #435: (type in name/date to acknowledge)

Employee name:

Date:

Supervisor name:

Date:

A password will automatically be assigned to you and you will have to change it upon your first login to the network.

Print the form and submit to the IT department in confidence