

New User Request

Company Name	My Care My Home		
Request Made by	Natalie Regan	Date of Request	29/11/2019
Start Date of New User	02/11/2019	Site	Wrexham
Job Title	Registered Manager	Department	MC11
Line Manager	Joanne Davies	Telephone Number/Ext	02921 673 590
User Details			
First Name	Sarah	Surname	Evans
Preferred Logon Name	Sarah.Evans		
Is this user replacing a leaver? <input type="checkbox"/>			
Leavers Name	Click or tap here to enter text.	Leavers Date	Click or tap here to enter text.
If yes can the leavers account be copied to the new user? <input type="checkbox"/>			
If no, is there a different user account that can be copied for group memberships etc? <input type="checkbox"/>			
Account to be copied	Click or tap here to enter text.		
Email Required <input checked="" type="checkbox"/>	Access to additional Mailboxes?	Click or tap here to enter text.	
Email address	Sarah.evans@mycaremyhome.co.uk		
Do you require e-mails set up on a mobile phone? <input checked="" type="checkbox"/>			
What calendars does the new user need to be able to view and at what level? <i>only access to own calendar required</i>			
Click or tap here to enter text.			
Does the user need to send emails on behalf of another user? <input checked="" type="checkbox"/>			
User Details	Click or tap here to enter text.		
Computer Name on which the user will be setup	Click or tap here to enter text.		
Please note if you haven't got an existing computer for the user to be setup on then please contact officeadmin@excellence-it.co.uk to quote for a new machine.			
Which network drives/security groups will this user require access to? <i>TBC</i>			
Click or tap here to enter text.		Click or tap here to enter text.	
Click or tap here to enter text.		Click or tap here to enter text.	
Click or tap here to enter text.		Click or tap here to enter text.	
Which printers will this user require? <i>TBC</i>			
Click or tap here to enter text.		Click or tap here to enter text.	
Click or tap here to enter text.		Click or tap here to enter text.	
Click or tap here to enter text.		Click or tap here to enter text.	
Additional information (Please provide as much detail as possible including SharePoint access and access to any 3 rd Party software)			
Click or tap here to enter text.			
<i>Sharepoint - can be serviced Wrexham</i>			
I authorise the above user account to be created on the network			
Signature	<i>NRegan</i>	Date	<i>29/11/19</i>