**SVI New User Account Request**

(Use Tab key to advance to next space)

Requestor’s Name Click here to enter text. Start Date Click here to enter text.

First Name Click here to enter text. Middle Initial: Click here to enter text. Last Name Click here to enter text.

Employee SID Click here to enter text. Supervisor’s Name Click here to enter text.

(SID is required for account creation)

Office Number Click here to enter text. Department Click here to enter text.

Employee Type Click here to enter text. Job Title Click here to enter text.

(Classified, Exempt,FT or PT Faculty,Other, Dept Account)

Phone Ext Click here to enter text. MailStop Click here to enter text.

Does this person need email? Click here to enter text. Does this person need a PC Click here to enter text.

(Yes or No) (Yes or No)

Computer(s) that will be used Click here to enter text. Timeframe access is needed Click here to enter text.

(users will be restricted to only these computers if **non-SVI user**) (eg: M-F, 8-5 Users will be restricted to this time frame if **non-SVI user**)

Special Hardware Request Click here to enter text.

(For example Ergo keyboard)

Special Software Request Click here to enter text.

(For example Secure92)

Please select the type of account being requested

New SVI Employee  Non SVI Employee

Work Study  Existing Central\District\South\North Employee

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please specify organization)

Notes Click here to enter text.

**For IT Services Only**

Date Received Click here to enter text.

Email Account Requested Click here to enter text. UserName Click here to enter text. Password Click here to enter text.

Citrix Account Requested Click here to enter text. UserName Click here to enter text. Password Click here to enter text.

Domain Account Click here to enter text. UserName Click here to enter text. Password Click here to enter text.

Student Network Account also created

Completed by Click here to enter text. Date Completed Click here to enter text.