

New Hire Technology Request Form



Important: Please complete and submit this form to the Help Desk at least two weeks in advance of the employee starting work. Timely equipment and setup can not be guaranteed if a two week notice is not provided.

EMPLOYEE INFORMATION

Employee name: _____ Position Title: _____

Department: _____ Division: _____

Supervisor name: _____ Position Title: _____

Select One: Previous student, staff, or faculty New employee Hire date: _____

New position: Yes No If no, which staff member are they replacing?

Former employee name: _____ Former employee ID# _____

Note: the new hire's MICA account will automatically be created by the employee's first day

CURRENT EQUIPMENT INFORMATION

Select one: PC Mac Building: _____ Room # / space: _____

Additional / new equipment requested: _____

TECHNOLOGY SET UP REQUESTS

Additional PeopleSoft security access: Yes No

Departmental budget access: Yes No

Purchase order access: Yes No

25Live room requester access: Yes No

25Live room approver access: Yes No If YES, which room(s) will they approve?

Room(s) _____

Shared drive access: Yes No If YES, which drive(s) and what level of access?

Z: department name: _____

Additional drive name: _____

PHONE SET UP INFORMATION

Campus phone # _____ - _____ - _____ Campus fax # _____ - _____ - _____

Password reset? Yes No Voice mail cleared / reset? Yes No

Long distance code Yes No

Does the position have a cell phone? Yes No Cell phone # _____ - _____ - _____

Please submit completed form with Employee Action Form to the Help Desk at least two weeks in advance of the tentative start date.

Internal use: Position # _____ Pay group _____ Employee ID# _____ Date sent to TSS: _____