*When personnel are hired/return to the university or move to a different location, supervisors should complete this form* ***at least 7 days prior to the required date*** *to ensure appropriate handling of university technology equipment and digital information****.***

**Request Information (See instructions at bottom of page)**

|  |  |
| --- | --- |
| [ ]  New Hire [ ]  Employee Move [ ]  Returning | Required Date:       |
| **Personnel Information** |
| Name of Personnel: |        | Primary Job Function |  |
| Campus Location: |  | Office Building: |  |
| Office Room # |       | Office Phone Extension: |       |
| Department Name |       | Colleague ID#:(e.g. 104000) |       |
| Is this person currently an active DeSales student?***If yes, he/she will retain his/her Gmail account.*** | [ ]  Yes [ ]  No |
| *Colleague ID number is used for identity verification only. This information will not be shared for any reason.* |
| **Supervisor Information** |
| Name of Supervisor: |       |
| Office Building: |  | Office Room # |       |
| Office Phone Extension: |       | DeSales Username: |       |
| **Action Information** |
| Network account – create new | [ ]  Yes [ ]  No |  |
| Shared folders – add access | [ ]  Yes [ ]  No | If yes, which folders?       |
| Email account – create new | [ ]  Yes [ ]  No |  |
| Colleague Acct (Datatel) – create new: | [ ]  Yes [ ]  No | This person needs access to the following screens/mnemonics in Colleague ( or enter a Colleague user’s name):       |
| WebAdvisor acct. - create new | [ ]  Yes [ ]  No |  |
| Specialized software required? | [ ]  Yes [ ]  No | If yes, specify:       |
| New PC required? | [ ]  Yes [ ]  No | If no, please specify location/previous owner of asset being used:       |
| Laptop required? | [ ]  Yes [ ]  No | ***Note:*** *A desktop machine is the standard for deployment and laptops may need to be purchased if required.*  |
| Add network jack | [ ]  Yes [ ]  No |  |
| Telephone – setup | [ ]  Yes [ ]  No | If using a specific extension, please specify:       |
| Voicemail – create new/reset existing | [ ]  Yes [ ]  No |  |
| **Move Information (only required for employee move requests)** |
| New Campus Location: |  | New Office Building: |  |
| New Office Room # |       | New Office Phone Extension: |       |
| Move existing PC | [ ]  Yes [ ]  No | Purchase new PC | [ ]  Yes [ ]  No |

Comments:

Please enter any additional comments/requests here

***Instructions:***

1. Please answer every question on the first page to avoid delays
2. When saving, rename form to the name of the User. Example: for John Doe – rename the document to: Personnel Request for John Doe
3. Email the form to the Help Desk at Helpdesk@desales.edu
4. Add any special instructions in the body of the email
5. Second page is for Telecom & IT Department use only

**Action Tracking (Telecom/IT Staff only)**

|  |
| --- |
| **Action Completions *(Desktop Support)*** |
|  | ***Date Completed*** | ***Analyst Initials*** | ***Comments*** |
| Create new user account |       |       |       |
| Create personnel access to shared folders |       |       |       |
| Create email account and alias table entry |       |       |       |
| Prepare and load HW assets (standard image) |       |       |       |
| Load specialized software  |       |       |       |
| Deliver HW assets |       |       |       |
| Update HW/SW inventory and asset reports |       |       |       |
| **Action Completions (*Telecom*)** |
| Create personnel access to voicemail account |       |       |       |
| Activate phone lines (if needed) |       |       |       |
| Activate network connections |       |       |       |
| Create new personnel phone extension |       |       |       |
| **Action Completions *(Help Desk)*** |
|  | ***Date Completed*** | ***Analyst Initials*** | ***Comments*** |
|  |       |       |       |