*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](mailto: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*** |
|  |  |  |  |