

CITY OF MEMPHIS INFORMATION SYSTEMS
COMPUTER SERVICES ACCESS REQUEST FORM



SECTION I: New Employee Change Employee Delete Employee

SUPERVISOR SIGNATURE: _____ DATE : _____
 PRINTED NAME: _____

Name (Last, First, Middle) (must include middle initial)	Service Center #
Job Title	Email Address:
Division/Service Center Name	Office Telephone
Address	MIS or ISD No.

SECTION II:

SOFTWARE LICENSING MUST BE VERIFIED PRIOR TO PROVIDING ACCESS TO THE SOFTWARE LISTED

Please check all that apply

System Access	Novell/ Active Directory	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	<input type="checkbox"/> Disable
E-Mail	Microsoft Outlook	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	<input type="checkbox"/> Disable
VPN	Access through Check Point	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	<input type="checkbox"/> Disable
City Intranet		<input type="checkbox"/> Add	<input type="checkbox"/> Delete	<input type="checkbox"/> Disable

SOFTWARE MODIFICATIONS:

Local Workstation Administrator _____ Add Delete _____

Supervisor Approvals

SECTION III:

CITY BUSINESS APPLICATIONS ** **Requires approval from Service Center responsible for the application**

Cardinal: (TVB)		<input type="checkbox"/> Add	<input type="checkbox"/> Delete	_____
GIS		<input type="checkbox"/> Add	<input type="checkbox"/> Delete	_____
EIP		<input type="checkbox"/> Add	<input type="checkbox"/> Delete	_____
Share Point	Set up like user: _____	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	_____
Application Extender	Setup like user: _____	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	_____
Applications needed to be installed on pc:	_____			_____

TREASURY SYSTEM

Tax		<input type="checkbox"/> Add	<input type="checkbox"/> Delete	_____
Permits		<input type="checkbox"/> Add	<input type="checkbox"/> Delete	_____
Alarms		<input type="checkbox"/> Add	<input type="checkbox"/> Delete	_____
Set Up Like UserID	_____	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	_____

Supervisor Approvals

SECTION IV:

Network Printer Queue/s _____

Network Drive Access _____

Printer Queue name can be found on the front of the printer

SECTION V:

COMMUNICATIONS **(Charges are for Non-General Fund Service Centers)**

Remote Internet Dial-Up (\$21 per month charge)	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Voice Mail (\$10 per month charge)	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Pagers (\$5 per month charge)	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

FAX Completed Form To: Information Systems at 576-6492