

Employee Access Request

Complete the form for all status changes for a new employee, change/transfer, or employment ending. This form must be completed and submitted to I.T. before any account/equipment setup is done. Please plan accordingly and give I.T. reasonable notice for new, transferring, and existing employees. This form should also be submitted to I.T. before the employee leaves. If we have questions, we will contact you.

EMPLOYEE INFORMATION:

Name:

Department:

Office/Room #:

Job Title:

Date of Request:

Effective Start/End Date:

Status:

- New Hire**
- Change/Transfer**
- End/Termination (see Red Section below)**
- File Permission/Access Change**

Add/Change/Remove

- Email
- Desk phone
- Cell Phone with Hotspot
- VPN (Remote Access)
- Network Access

Door Access (FOB)

- Yes
- No

Software/Appx Required on Device:

- Microsoft Office
- Adobe Pro or Adobe Reader
- AppXtender (Document Imaging)
- AppXtender Workflow
- AS400 (See Below)
- IFS
- CAMA
- Board Agenda Software
- Landlink
- Landshark

- EIO Board (Human Services)
- BlueZone (Maxis, MMIS, Child Support – HS)
- SSIS (Human Services)
- LETG (Law Enforcement)
- Portals (Law Enforcement)
- MCAPS (Attorneys)
- VIMS (Veterans)
- Nightingale Notes (Public Health)
- ESRI
- Odyssey

Other Apps/Software:

Network Access: (Note: Employee will have access to their office folder/unit unless specified below)

Outlook: (Employee will be automatically added to their office, unit, and county-wide email groups. List any other additional email groups/calendars the employee should belong to)

AppXtender: (List all applications within AppXtender needed and permissions)

iSeries/AS400/Client Access

Tax IFS Costrite CAMA Fixed Assets Other

List each iSeries application that the user should have access to with permission needed for it:

Employee Removal/Termination Section:

For the employee mentioned above – access will be removed/disabled from all systems/applications

Employee Assigned to clean user's files & mailbox Delete Mailbox date

(Note: Deletion of mailbox will occur 30 days from termination date if nothing is filled in above)

Where should we route their desk phone and/or cell phone until position is filled? (Forward? Discontinue?)

Name of Person filling out this form:

Email Address: By signing this form with your email – I direct Renville County I.T. to implement the account changes as detailed on this form.