



# User Account Request

## Northern Nishnawbe Education Council Technical Services Department

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PROGRAM:

DATE (d/m/y):  /  /

REQUESTER:

**FAX COMPLETED FORMS TO TSD**

### USER INFORMATION (please print - ALL fields must be filled out)

|               |                      |
|---------------|----------------------|
| Full Name:    | <input type="text"/> |
| Title:        | <input type="text"/> |
| Program:      | <input type="text"/> |
| Site Details: | <input type="text"/> |

|                 |                      |
|-----------------|----------------------|
| Start Date:     | <input type="text"/> |
| End Date:       | <input type="text"/> |
| Phone & Ext. #: | <input type="text"/> |
| Fax & Cell #:   | <input type="text"/> |

### ACCOUNT/NETWORK/WORKSTATION REQUIREMENTS (please check ALL applicable requirements and identify requirements in available space)

|  |                      |
|--|----------------------|
| <b>Network Account &amp; Home Directory</b> <input type="checkbox"/><br><small>(allows access to network resources such as printers, shared drives and a home directory (g: drive) etc.)</small>                                   | <input type="text"/> |
| <b>Network Group Membership</b> <input type="checkbox"/><br><small>(associates the user w/ pre-existing network group such as "Finance", "PSP", "SSSP" etc. - membership allows access to resources specific to the group)</small> | <input type="text"/> |
| <b>Special Drive Mappings</b> <input type="checkbox"/><br><small>(allows access to special and/or shared directories for projects such as special education, Web development etc.)</small>   | <input type="text"/> |

|  |                      |
|--|----------------------|
| <b>GroupWise Account &amp; DL Association:</b> <input type="checkbox"/><br><small>(provides the user an e-mail account; a DL (Distribution List) associates the user w/pre-existing e-mail system group such as "DL - NNEC Sikt" etc.)</small> | <input type="text"/> |
| <b>Workstation Configuration</b> <input type="checkbox"/><br><small>(identify the location of the workstation (i.e., computer) that requires configuration for the user - PLEASE IDENTIFY ANY SPECIAL SOFTWARE REQUIREMENTS)</small>           | <input type="text"/> |
| <b>Processed Information:</b><br>Login Name: _____<br>Password: _____<br>GroupWise E-mail Address: _____   |                      |