

## CONFIGURATION SHEET

\* Mandatory information

Individual Information / Demographics	Services / Software / Server Access Requests
<input checked="" type="checkbox"/> New City employee <input type="checkbox"/> Transfer from another department <input type="checkbox"/> Contractor/External <input type="checkbox"/> Existing Employee	Transfer Name: (accounts (Novell and/or email) of employee being replaced will be disabled and files deleted unless noted below to transfer)
Start Date:* 4/11/11	Transfer existing files to Individual: If yes, define existing file location (server and directory)
Current User ID:	<input type="checkbox"/> New PC for Vendor Install Release / PO Number of PC ordered: <hr style="width: 100%;"/>
Employee ID Number:*	<input type="checkbox"/> Recycle PC
Last 4 digits of SSN:* 4253	<input type="checkbox"/> Create Novell ID
Last Name:* Gallegos	<input checked="" type="checkbox"/> Create Active Directory ID (includes email and instant messaging licensing)
First Name:* Alicia	MS Office: 2000 or 2003 (circle one) Pro or Standard (circle one)
Middle Initial:	
Department:* APD	List Specific Novell or AD Applications:
Division:* Records/DataEntry	<input checked="" type="checkbox"/> LotusNotes Applications <sup>Email</sup> Outlook
Location:* 400 Roma	Any Special Requests:
Phone #:* 768-2142	Preparer/Contact Name:* Antoinette Telles
	Preparer/Contact Phone Number:* 768-2047

Form Date: 7/25/08