



New User Request Form

****Submit request 5 business days prior to the start date to ensure that this account will be ready. If hardware work is required, submit request 10 business days before start date****

Requestor Information

*Requestor: * Phone #:
*Office Name: *Office Billing #:
*Start Date:

User Information

User's Name:
*Last *First *M.I. ('X' if none)
Prefers to go by: Position Title:
Phone # (if known):

Reporting Structure

*User's Manager Name:
*User's Manager Email Address:
If new user is a manager, who are their direct reports names and email addresses:

Network Folder Access Information

If access to more folders is needed, indicate Drive Letter, Type of Access, and Full Path in the Additional Information section. (Full Path for a folder includes the drive letter and the folders needed to reach the desired folder. Example: M:\resources\documents\fiscal year)

Drive Letter: Type of Access needed:
Full Path:

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Full Path:

If known, Asset Tag information of device being used:

Will a work cellphone be ordered new or use an existing device?

Application/Software Access Information

Outlook

Shared Calendar(s):

Office Distribution List(s):

Additional Mailboxes or Mailing Lists:

Office Shared OneDrive Location:

Additional Software (Ex: CoreFTP, Adobe Pro, Snag-It, etc)

Additional Information

Authorized By

Requesting Authority/ Director:

Date:

Authorized users should complete form and attach signed document to email to: EBITSM@ks.gov