Employee Account Request Form

Standard Account Request processing time is **5 business days** from the time of submission. Fill this form out as accurately as possible and e-mail the electronic version to ITS.

ITS Support Center: x4067 | its@moody.edu

Help Tip: Please save this form to your computer before filling it out.

Requestor   Request date   Requestor's contact #

Account request type   Specify if "Other"

First Name   Last Name

Preferred Name   ID number

Help Tip: Address is not required unless this person will be set up for Expense Reporting.

Mailing Address

City   State   Zip

Start Date   Position Title

Employee Status   Specify
                                                        if "Other"

Dept. Name   Cost Center

Supervisor

ENTERPRISE INFRASTRUCTURE SERVICES (EIS)

Individual Exchange account needed?   *Help Tip: Exchange accounts are for non-student employees. Student employees are already configured with Office365 e-mail accounts, which are sufficient for work related purposes. For exceptional cases, please provide details in the "Comments for EIS" field below.*

Yes   No

Are aliases needed for this account? If so, please list them here?

Shared folder access?   Pattern shared folder access after

    Yes   No

VPN access?

    Yes   No

Additional Comments for EIS

ENTERPRISE APPLICATION SERVICES (EAS)

Select specialized systems:

Campus Solutions	Pattern after
Contributor Relations	Pattern after
CRM	Pattern after
P-Card	Pattern after
Oracle Financials	Pattern after
Trustrite	Pattern after
Horizon	Pattern after
Special Blackboard	*Help Tip: Standard student and faculty Blackboard accounts are created automatically. Please use this check box only for Special Blackboard accounts, and provide details in the "Comments for EAS" field below.*
Other	

Specify if "Other"

CRM Details

Help Tip: This section is not required unless this person needs CRM access.

Business phone   Business e-mail

Business address (if other than Chicago main campus)

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Additional Comments for EAS

CLIENT TECHNOLOGY SERVICES (CTS)

DEVICE INFORMATION

Will a new device be needed?

    Yes   No

If so, please describe the new device to be purchased

If not, select the existing device for this person

Computer Name of the existing device

VDI ACCESS

Will this person need access to VDI?   If so, what is the Virtual Pool name?

    Yes   No

PROFILE SPECIFICATIONS

Additional e-mail accounts this person will need access to

Who else will need access to this person's calendar?

Which calendars will this person need access to?

Shared Printers to be connected (e.g. SW01ITS)

Shared Folders to be mapped (e.g. \\mbistore\dlc)

Additional Comments for CTS

ITS | Information Technology Services