

**MIS DEPARTMENT: NEW USER SUPPORT REQUEST FORM**

**DATE REQUESTED:** \_\_\_\_\_ **START DATE:** \_\_\_\_\_

Name (Mr. Ms. Mrs. Dr.)(fn,ln): \_\_\_\_\_

Title: \_\_\_\_\_ College: \_\_\_\_\_

Department: \_\_\_\_\_ Building: \_\_\_\_\_ Rm.#: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's ext. \_\_\_\_\_

**EQUIPMENT NEEDED:**

Computer: \_\_\_\_\_ (Previous user if already installed): \_\_\_\_\_

Telephone: \_\_\_\_\_ (Previous user if already installed): \_\_\_\_\_

Other: \_\_\_\_\_

Is there a previous user whose files, email and phone messages will need to be accessed or forwarded? \_\_\_\_\_

If so, to whom?: \_\_\_\_\_

If not, can these messages/files be discontinued or deleted? : \_\_\_\_\_

**SYSTEM ACCESS: (check all that apply)**

Network: \_\_\_\_\_

Blackboard: \_\_\_\_\_

Email: \_\_\_\_\_

Courses to be accessed (course #): \_\_\_\_\_

AS400-CMDS: \_\_\_\_\_

\_\_\_\_\_

AS400-JD Edwards: \_\_\_\_\_

\_\_\_\_\_

ParScore/Partest: \_\_\_\_\_

\_\_\_\_\_

Shared/Dept. folders: \_\_\_\_\_

Default Printer: \_\_\_\_\_

**GROUP LISTS: (check all that apply)**

TUCA (All faculty and staff are added to this group list)

COM Classes: 2009 \_\_\_\_\_ 2010 \_\_\_\_\_ 2011 \_\_\_\_\_

COP Classes: 2009 \_\_\_\_\_ 2010 \_\_\_\_\_ 2011 \_\_\_\_\_

COHS Classes: 2008 \_\_\_\_\_ 2009 \_\_\_\_\_ 2010 \_\_\_\_\_ MPH \_\_\_\_\_

COE: \_\_\_\_\_

Primary Care: TUCOMPD \_\_\_\_\_ TUCOMPCS \_\_\_\_\_ TUCOMPC \_\_\_\_\_

TUCOMCS \_\_\_\_\_

**AUTHORIZATIONS:**

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

**Form filled out by:** \_\_\_\_\_ Ext. \_\_\_\_\_