

REQUIREMENTS FORM

NAME..... EMPLOYEE NO.....

DEPT.....JOB TITLE

ROOM NO..... BUILDING..... TEL NO

Application Requirements:

Novell Login	
Meeting Maker	

Will the user require access to shared folders on H drive? If YES please specify or name an equivalent current staff member with the required access. Please supply email address of said person

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Will the user require access to shared email folders? If YES please specify:

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Are there any other applications relevant to your department which the user will require access to? If YES please specify:

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All details must be fully completed or this may result in a delay in the new member of staff being setup on the network.

To be signed by Office/Departmental Administrator

Please print administrator name here

For Office Use Only:

Username..... EMAIL

Expiry date (x-codes only)

User added to RMS:

Directory Manager updated:

Internal Telephone Directory