

**000PC**

## User Creation Access Request

<input type="radio"/> <b>New User</b>	Date:	<input type="radio"/> <b>Remove User</b>	Date:
<input type="radio"/> <b>Modify User</b>	Date:	<input type="radio"/> <b>Disable User</b>	Date:
<b>User Details</b>			
<b>Name</b>			
<b>User Name</b>			
<b>Password</b>	Automatically Generated by 000PC		
<b>Primary Email Address</b>			
<b>Secondary Email Address</b>			
<b>Job Description</b>			
<b>Office / Location</b>			
<b>Mobile Number / Extension</b>			
<b>Hardware Access</b>		<b>Permission and Groups</b>	
<input type="radio"/> Workstation <input type="radio"/> Desktop <input type="radio"/> Laptop <input type="radio"/> Tablet (iPad, Surface) <input type="radio"/> Other:	<input type="radio"/> Desk Phone <input type="radio"/> Mobile <input type="radio"/> Terminal Server <input type="radio"/> WiFi	<input type="radio"/> Administration <input type="radio"/> Executive <input type="radio"/> Finance <input type="radio"/> Human Resources <input type="radio"/> Other:	<input type="radio"/> Management <input type="radio"/> Marketing <input type="radio"/> Projects <input type="radio"/> Sales
<b>Applications and Licenses</b>			
<input type="radio"/> Office 365 License <input type="radio"/> SharePoint <input type="radio"/> Terminal Server <input type="radio"/> Remote Access		Other:    	
<b>Shared Mailbox</b>			
<b>Printers</b>		<b>Phone Setup</b>	
		<input type="radio"/> Office 365 Apps <input type="radio"/> Email <input type="radio"/> CRM	<input type="radio"/> Import Contacts <input type="radio"/> VPN
<b>Comments / Notes:</b>			
<b>Requested By</b>	Name:		Date
	Signature:		
<b>Approved By</b>	Name:		Date
	Signature:		