

## ITSS New Employee Request Form

**Please Allow 3 Working Days for Processing**

**Manager or Supervisor - Please forward to ITSS Service Centre by faxing completed form to 368-4716. Contact the Service Centre with questions about this form.**

USER INFORMATION: (All Items Are Required and Please Print)			
First Name:		Department:	
Last Name:		Division:	
Middle Initial:		Section:	
Position:		Location:	
Phone:		Fax:	
Supervisor:		Start Date:	
Employment Type:	Permanent    Temporary	End Date:	
Name of user within Section who has same access required by new user:			
Outlook Access: Yes    No			
Add New Employee to Employee Directory (www.princeedwardisland.ca):			Yes    No
BUSINESS SYSTEMS (If Required)			
Standard applications including Outlook, Adobe Acrobat Reader and anti-virus software are installed by default. Any other required applications please fill out the following forms:			
Microsoft Products: <a href="#">Click Here to access the Form</a>			
Other Software: <a href="#">Click Here to access the Form</a>			
Business systems are applications that are specific to the Departmental business (i.e. Govern, ISM, DVS, ADT). Any required business systems must be indicated so access can be granted.			
Notes or Comments (i.e. specific directory access, special requests)			
Department Manager/Supervisor Approval			
Authorized by (please print):		Signature:	
Request Date:			
Acceptable Use Policy signed by new employee:			Yes    No
Acceptable Use Policy is available at: <a href="#">Click Here</a>			

This form is to ensure that proper notification is given to IT Shared Services regarding an employee's employment status for the purpose of account security and administration. This process will ensure that the employee network access requirements are handled appropriately within a reasonable amount of time while providing a more secure system. A Change Request Form must be filled out for all new users.