



# Information Systems Account Set Up Form New Employee

Department Head / Manager / Supervisor ONLY

Requestor: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Starting Date: \_\_\_\_\_

## Employee Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Dept.: \_\_\_\_\_ Position: \_\_\_\_\_

## Programs:

AS400 Does the user require: \_\_\_\_\_ Abbreviation \_\_\_\_\_

Same as: \_\_\_\_\_

OR  Basic (AP, PO, AR, CO, NA, GL, TX Inquiries - NO data entry)

OR  PO Data Entry (PO Data Entry with AP, AR, CO, NA, GL and Tax Inquiries)

AND/OR  Other Data Entry - Please specify programs below (eg. IV, WO)

TRIM  Yes  No Call2Order  Yes  No

EMAIL  Yes  No ENTERPRISE Internal \_\_\_\_\_

## Security Card:

Main Office & Shop No Access \_\_\_\_\_

North Office No Access \_\_\_\_\_

South Office (Minhas) No Access \_\_\_\_\_

Beaverlodge Shop No Access \_\_\_\_\_

## Other:

MOBILE DEVICE  Cell Phone Voice/Text  Smartphone Voice/Text/Data(Internet)

### COMPUTER PURCHASE (requires 2 weeks notice)

Yes  No If yes GL Code 1-2-5030- \_\_\_\_\_

PC  Laptop

Note: Every user by default has access to General, Public, Department, and Personal Drives. Any extra programs should be discussed prior to installation. If you need any other access, please specify: