



IT Services - Network Service Request

IT - 0104

Date: _____ Requestor: _____ Ext. #: _____

SBCEO Dept.: _____ Location: C. Oaks Hope Ctr. No Co
 Other _____

New employee: Name _____

- New E-mail (please complete [E-mail Account Application](#))
- Installation of Reflection software for access to HP3000
- Login service to HP 3000 for Finance, Payroll or Personnel System (please complete the following form: [HP3000 User Authorization Form](#))

Terminated employee: Name _____

Please indicate what you would like done for each of the accounts below for this terminated employee:

E-mail: Forward to another person's email address: _____ Delete Change password

HP3000: Change password (To delete HP3000 access, please complete the following form: [HP3000 User Authorization Form](#))

Windows Network – Account (Login): (Choose one) Delete OR Change password

Windows Network – Home Folder: (Choose one)

Delete OR Move to another person's home folder: Name _____

Network Services:

- Adding new equipment to network: PC Mac Win Server Mac Server Printer Other _____
- Replacing or moving equipment already on network.
- Login service to the File Sharing Server
- Office-wide Antivirus service
- Office-wide Back-up service (Cathedral Oaks Site Only)
- Giving a presentation that requires Internet/Network connectivity from location other than where your computer is currently connected.

Additional Information:

Authorized Department Signature: _____