

**NEW USER, DELETE USER AND PASSWORD REQUEST FORM  
(CONFIDENTIAL WHEN COMPLETED)**

**INSTRUCTIONS**

- Please complete on your computer or legibly PRINT all information using a ballpoint pen.
- Complete applicable sections.
- Send the original to the IT Department.

Last Name:	First Name:
Department:	Position:
Supervisor:	Date
	Starting:
Phone Ext:	Location:
Person Being Replaced:	Computer Tag Name:

*I have reviewed and understand the Information Systems Usage Policy and the Password Management Policy. Failure to comply these policies may result in denial of access and other disciplinary action.*

- *Keep your password confidential.*
- *Never use someone else's password.*
- *Never share your password with anyone other than IT for computer assistance.*
- *Do not install or use illegal copies of software on agency computers.*
- *Do not make unauthorized copies of any data files or software.*
- *You should not leave your workstation/terminal unattended when you are logged on.*
- *If your workstation is not secure, you should not store any confidential or sensitive information on your hard drive.*
- *You should not write down your password. County Temporary password will be issued at time of user creation.*

**User's Signature:** \_\_\_\_\_

**TYPE OF REQUEST**

<input type="checkbox"/> Add as New User	<input type="checkbox"/> Intern	<input type="checkbox"/> Delete as User
<input type="checkbox"/> Add as Temporary User	<input type="checkbox"/> Suspend as User	
Expiration Date:	Reactivation Date:	Termination Date:

Reason:

**NETWORK APPLICABILITY**

<input type="checkbox"/> Network Logon	<input type="checkbox"/> Z Drive	<input type="checkbox"/> Folder Permissions	<input type="checkbox"/>
<input type="checkbox"/> Email	<input type="checkbox"/> Door Key Card	<input type="checkbox"/> Other:	<input type="checkbox"/>

Comments or Info:

\_\_\_\_\_  
**Supervisors Name Printed**

\_\_\_\_\_  
**Supervisors Signature**

\_\_\_\_\_  
**Date:**

**IT ADMINISTRATION USE ONLY**

**Request Completed:**

Date:	Tech:	Title:	UN:	PW:
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After the new user has read and signed this agreement, the supervisor should then sign the agreement. Once everyone has signed this should be attached to a new ticket request through the IT Helpdesk system.