



ITS REQUEST FORM

Contact the ITS Help Desk at x5555 or 5555@bhc.edu with questions
Request completion takes between 3-5 business days from date ITS (Q3-A213) receives form

Supervisor Name:	Department:
Employee Name:	Request Effective Date:
● COMPLETION INSTRUCTIONS: Complete information in above 2 rows. Based on nature of request, check appropriate box(es) (below); provide information in checked Section(s). ●	
<input type="checkbox"/> Create New Standard Access Account – Section A	<input type="checkbox"/> Remove Access – Section D
<input type="checkbox"/> Add/Change Access/Generic Accounts – Section B	<input type="checkbox"/> Hardware Request – Section E
<input type="checkbox"/> Location/Name Change – Section C	

SECTION A Create New Standard Access Account

Location: ☐ QC ☐ EC ☐ OC ☐ CEC ☐ ALC ☐ IWNC ☐ Other: _____

CHECK ACCOUNT TYPE	● STANDARD ACCESS ACCOUNT INCLUDES ●	
<input type="checkbox"/> FT Faculty <input type="checkbox"/> FT Staff <input type="checkbox"/> PT Staff	Network/Windows account Email account	Access to department shared drive(s) Phone (including voicemail)
<input type="checkbox"/> Student Worker <input type="checkbox"/> Temp	Network/Windows account Email account	Access to department shared drive(s)

Bldg#/Room#:	Extension#:
Set up network account access* exactly like (list name): *Banner and other system access not included (see Section B)	

SECTION B Add/Change Access/Generic Accounts

Employment status change: <input type="checkbox"/> From PT to FT <input type="checkbox"/> From FT to PT	
Banner Access: <input type="checkbox"/> Accounts Receivable <input type="checkbox"/> Finance Module <input type="checkbox"/> Financial Aid Module <input type="checkbox"/> Student Module <input type="checkbox"/> HR	
<input type="checkbox"/> Add additional department drive(s) – include drive letter & description: ex: Equip on 'server name'(U:), ITSResearch on 'server name'(K:)	
<input type="checkbox"/> Add additional existing Outlook distribution list(s):	
<input type="checkbox"/> Add access to existing Generic Outlook account – include email address:	
<input type="checkbox"/> Create Generic Outlook account – include desired email address and list users to have access:	
<input type="checkbox"/> VPN Access	<input type="checkbox"/> Data Warehouse Access
<input type="checkbox"/> SARS Access	
<input type="checkbox"/> Other (access not covered above):	

SECTION C Location/Name Change

Change name to:

Location (Bldg#/Room#) change:	From:	To:
Department change:	From:	To:
Will extension move?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , current ext.#: _____ If No , new ext.#: _____	
Will computer/monitor move?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , please provide barcodes: _____	

SECTION D Remove Access

As supervisor, you have the option to choose the disposition of files; check any options below.

What would you like to do with their Banner access?	<input type="checkbox"/> Disable
Do you wish to review their network (H: drive) files?	<input type="checkbox"/> Delete <input type="checkbox"/> To be reviewed by: _____
Do you wish to review their hard drive (C: drive) contents?	<input type="checkbox"/> Delete <input type="checkbox"/> To be reviewed by: _____
What would you like to do with their email account? <i>(Maximum 6 months)</i>	<input type="checkbox"/> Grant access to: <input type="checkbox"/> Forward email to: <input type="checkbox"/> Delete
Do you wish to keep their voicemail?	<input type="checkbox"/> Grant access to: <input type="checkbox"/> Delete
Is he/she eligible for Emeritus status?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

SECTION E Hardware Request

WHEN TO USE THIS SECTION	To accommodate special needs of employee
	To request additional hardware for employee or department
	To request hardware for employee when position at college is brand new
	To request alternate hardware than what is provided (standard) for employee
Requested hardware required to be compatible with current BHC hardware – ITS representative will discuss with you	

Building#/Room# of where hardware is to be located:

QUANTITY	HARDWARE TYPE	ANY SPECIAL REQUIREMENTS? (example: ergonomic keyboard, wireless mouse, etc.)
	Computer	
	Laptop	
	Monitor	
	Phone	
	Other (please list)	

Section continued on next page

Will this hardware replace current hardware? ☐ Yes ☐ No

If new hardware requires a network connection, is there a network connection within 3 feet of where hardware is to be located? ☐ Yes ☐ No

Source of Funds (fund number): _____

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Supervisor Signature:

Date:

● ITS Request Form may be submitted in the following ways:

1. Scan signed (your signature) Form and email it to yourself. From your Outlook account forward the request to the ITS Help Desk (5555@bhc.edu). As a security measure, ITS must receive electronic Form from Supervisor's email account. Requests sent any other way will be discarded.
2. Send signed (your signature) request through inter-campus mail.
3. Hand-deliver signed request (your signature) to the ITS Office, Q3-A213.

ITS Department Use Only

Received Date:

Received By: