

LAN & E-MAIL ACCESS REQUEST FORM DEN-NBC-IT-20

Version Date 08/10/04 (Previous Versions Obsolete)

Fill out completely

1. FOR: Individual Name (if for resources, Requestor Name) Print (Last Name) (First Name) (Middle Initial)

2. Employment Status: Check one: Federal Employee Contract Employee

3. Telephone No.: () Mail Code:

5. Building: 6. Room No.:

7. Fax No: 8. Org Code : (e.g. 6026 6100)

9. NEW USER (Check ID needed and fill out User Template and attach)

Windows Domain ID Notes ID

Has User completed Initial Security Awareness Training and Rules of Behavior: Yes No

10. ACTION REQUESTED - Check applicable box(s): Add Change Delete

Windows Domain User ID: (Required for Change)

WINDOWS DOMAIN

Access to Existing Folder(s) (Attached List if necessary):

Read - Open & read files Modify - Create, Modify, rename & delete files

Create New Folder(s) (Attached List if necessary):

Inherit permissions from parent folder? (May require approval of parent folder owner) YES NO

Increase Domain Disk Space: Size (up to 50MB)

E-MAIL

Create New E-Mail Group(s):

Add/Remove User(s) From E-Mail Group (Attach list of users)

Create Generic E-Mail Account (Attach list of users requiring access)

Increase Notes Disk Space: Size (up to 20MB)

Name Change From: To:

(Name will be changed in Windows Domain and Notes)

A request for name change has been submitted to Human Resources (Govt. Employees) YES NO

A request for name change has been submitted to Contractor (Cont. Employees) YES NO

11. Other Special Instructions:

12. Add to Dear (Popkin - Citrix Servers) Bureau (Enter you 3 character Bureau Identifier)

13. Authorization: Supervisor of Employee, Contracting Officer's Representative (COR), or Other Authorized Government Representative of On-site Contractors (Required):

Authorized Approver Name (Print)

(Signature)

(Date)

14. RETURN COMPLETED FORM TO THE IT CUSTOMER SERVICE CENTER, D-2140 - (303-969-7777)

LAN ADMINISTRATION STAFF

Initials: Date Completed: HEAT Log#

COMMENTS: