



Employee Entrance Form

The following email form is to be sent to the IT Department as soon as a new team member is hired.

Current Lead Times for IT Requests:

Email and Software Access: 24 Hours

Cell Phones: 1 Week

Laptop of additional equipment: 1-2 Weeks

Email Address: _____

Email Title (New Team Member Name): _____

Team Member Name: _____

Start Date: _____

Office 365 Applications: Yes No

Sedona Access Needed: Yes No

FSU Access Needed: Yes No

Laptop Needed: Yes No

Additional computer equipment needed (list below):

Cellphone: Yes No

If yes, will they use an existing phone: Yes No

If no, IT will order a new phone and case

Desktop Extension Assigned: Yes No

If yes, what is the extension: _____