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# NEW USER SETUP FORM

NAME OF THE PERSON REQUESTING THE NEW USER TO BE SETUP \_\_\_\_\_

NEW USER FIRST NAME \_\_\_\_\_ INITIAL \_\_\_\_\_ LAST NAME \_\_\_\_\_

PHONE NUMBER IN CASE WE NEED TO REACH THE NEW USER (PREFERABLY CELL PHONE) \_\_\_\_\_

WILL THE USER BE TAKING OVER FROM SOMEONE?  YES  NO

EMPLOYEE START DATE \_\_\_\_\_

IF YES, SHOULD THIS NEW USER HAVE ACCESS TO ANY AND ALL FILES AND HISTORY OF THE PREVIOUS USER?  YES  NO

## CONFIGURATION AND SETUP DETAILS

EMAIL ADDRESS  USE DEFAULT FORMAT  ALTERNATE FORMAT \_\_\_\_\_  
( DEFAULT FORMAT IS: **JSMITH@MYCOMPANYDOMAIN.COM** WHICH REPRESENTS THE FIRST INITIAL + LAST NAME @ MYCOMPANYDOMAIN.COM )

USER NAME  USE DEFAULT FORMAT  ALTERNATE FORMAT \_\_\_\_\_  
( DEFAULT FORMAT IS: **JSMITH** WHICH REPRESENTS THE FIRST INITIAL + LAST NAME )

EMAIL ADDRESS  USE DEFAULT FORMAT  ALTERNATE FORMAT \_\_\_\_\_  
( DEFAULT PASSWORD WILL BE PROVIDED BY MAKIOS IT SERVICES AND ASSIGNED TO A NEW USER IF NO SPECIFIC PASSWORD IS REQUESTED )

WILL THE NEW USER HAVE A MOBILE DEVICE SUCH AS AN IPHONE OR BLACKBERRY THAT NEEDS TO BE SETUP?  YES  NO

IN THE CASE OF A **BLACKBERRY** PROVIDE EMAIL ACCOUNT USED FOR SETUP \_\_\_\_\_

NEW USER WILL BE USING THE FOLLOWING COMPUTER:  LAPTOP  DESKTOP  THIN CLIENT

NEW USER WILL BE DEDICATED TO THE FOLLOWING OFFICE LOCATION \_\_\_\_\_

WILL THE USER BE TRAVELING BETWEEN LOCATIONS:  YES  NO LIST HERE: \_\_\_\_\_

NEEDS TO BE A MEMBER OF SPECIFIC SECURITY GROUP

NEEDS ACCESS TO FOLLOWING COMPANY SHARED FOLDERS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NEEDS THE FOLLOWING **COMPANY SPECIFIC** PROGRAMS

NEEDS ACCESS TO THE FOLLOWING PRINTERS

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