

Waycross College Computer Services

Steps for filling out the Computing Accounts Creation Request Form

- 1. Human Resources will need to fill out initial paperwork on new employees.**
- 2. Paperwork must be sent to the employee's Supervisor. The Supervisor will check what accounts the employee needs to be created. If any of the accounts checked require a Data Owners permission the form must be sent to the appropriate Data Owner for approval.**
- 3. After all accounts that will be needed are checked and the signatures of the Supervisor and Data Owner, if applicable, are present the form must be sent to Computer Services for account creation.**

Waycross College Computer Services

Computing Accounts Creation Request

Please fill out this form completely and return to Computer Services when an employee is hired and needs computer / network access.

Date: _____

Please be advised that as of _____
Date

Employee's Name (Please Print)

will be employed as _____
Job Title

in _____
Department

**EMPLOYEE COMPUTER
ACCOUNTS REQUESTED
(Check all being requested)**

- Computer / Network:
- E-mail:
- Banner (*)**:
- Peoplesoft (*)**:
- Meeting Maker:
- WC Web Page / FTP (*)**:
- Other (_____):

**THIS COLUMN FOR COMPUTER
SERVICES USE ONLY**

_____	_____
_____ @waycross.edu	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(*) – Data Owners will be required to authorize account access via the Data Owner Authorization Form.

Vice President / Human Resources / Supervisor: _____

Note: This form will be returned to the employee with the accounts listed in the box above. Attached will be a copy of computer policies and procedures. If the computer policies and procedures do not accompany this form, please request a copy from Computer Services. **Please destroy or secure this form after noting the accounts listed above.**

DO NOT WRITE BELOW THIS LINE – COMPUTER SERVICES USE ONLY

Accounts Created: _____ Date: _____ Initials: _____

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