

INFORMATION TECHNOLOGY - NETWORK ACCESS REQUEST FORM

Please print clearly and legibly

User Information		Employee - Current <input type="checkbox"/> / New <input type="checkbox"/>		* Contractor/Vendor <input type="checkbox"/>	
Name:					
E-mail Address:		Employee ID:			
Department:		Site Name:			
Title:		Phone Number:			
* Company Name:		Guest Sponsor:			

Account Information		Modify Account <input type="checkbox"/> New Account <input type="checkbox"/>	
Temp Employee (Contractor) <input type="checkbox"/>	Term Substitute <input type="checkbox"/>	Date of Completion:	
Transfer Site <input type="checkbox"/>	Current Site:	New Site:	
Position Change <input type="checkbox"/>	New Position:		
Name Change <input type="checkbox"/>	New Legal Name:		

All name changes must be a user's legal name and first submitted and approved by Human Capital.

Account Access Request		Select all that apply and give business Justification for each	
Share Access <input type="checkbox"/>	Access Needed:		
E-Mail <input type="checkbox"/>			
Munis Financials <input type="checkbox"/>			
PowerTeacher <input type="checkbox"/>			
Name on Teaching Certificate:	Certificate #:		

I have read and agree to the TPS Acceptable Internet Use Policy on file with the office at each site and available on the TPS webpage. The immediate supervisor's information is **MANDATORY**. **We will e-mail your supervisor with your user name and password.**

Signature: _____ (Employee for new account setup) Date: _____

Access Approved By: _____ (Immediate Supervisor/Principal)

Supervisor E-mail Address: _____ Phone Number: _____

Completed form must be **faxed** to the TPS Service Desk at **(918) 746-6174** by the **Principal** or **Supervisor** of the TPS representative requesting approval.

VPN Access <input type="checkbox"/>	Email <input type="checkbox"/>	File Access <input type="checkbox"/>	Support <input type="checkbox"/>	Servers Access (list below) <input type="checkbox"/>	Other <input type="checkbox"/>
For Laptops Only					
NOTE: Vendors should list all TPS resources needed					

VPN access must be approved by IT

Access Approved Access Declined Access Reviewed by: _____