

UC Davis Nutrition Department System Access Request Form

This form should be submitted by a user's supervisor in order to request that a departmental domain account be created so that the user can access department computers and server resources. This information will be used to create the user's account, give them appropriate access to server resources, and to create a logon script to map server drives, add network printers, and set the default printer. **Note that it is the supervisor's responsibility to contact the I.T. office when one of their employees, volunteers, or interns separates from the department so that I.T. staff can close user accounts upon separation.**

As soon as you know the user's start date you should submit this form to the Computer Support mailbox (with the other mailboxes by the copy machine) so that we can have the account ready by the user's start date. You will be contacted when the account is ready and then the user can come to the I.T. office in 3113 Meyer Hall with photo ID to pick up their account information.

SUPERVISOR INFORMATION		
LAST NAME	FIRST NAME	E-MAIL ADDRESS
USER INFORMATION		
<i>Please give full legal name (no nicknames)</i>		
LAST NAME	FIRST NAME (no nicknames)	E-MAIL ADDRESS
USER'S DEPARTMENTAL STATUS		
<input type="checkbox"/> UC DAVIS NUTRITION DEPARTMENT EMPLOYEE <input type="checkbox"/> UC DAVIS EMPLOYEE – OTHER DEPT: _____ <input type="checkbox"/> UC DAVIS STUDENT VOLUNTEER/INTERN <input type="checkbox"/> VOLUNTEER/INTERN (NO OFFICIAL UC DAVIS AFFILIATION) <input type="checkbox"/> Other (explain): _____		
USER START DATE:	USER END DATE (enter "indef." if no end date):	

I, as this user's supervisor, am requesting the following access for this user:

- 1) List the computers you want this user to have access to (do the best you can to describe location):**

- 2) List the server shares you want this user to have access to :** (if you do not know what server shares are available to your group, as a starting point you can log on yourself and open My Computer to see what shares you have access to and select from them or you can contact Jennifer Ruhe, 752-4650, jruhe@ucdavis.edu):

- 3) List the printers you want this user to have access to (do the best you can to describe model and location) and unless it is obvious note which printer should be configured as the user's default printer:**

Supervisor's signature

Date

ADMINISTRATIVE USE ONLY

P.I. or Unit: _____

EMPLOYEE ID: _____

LOGIN ID ASSIGNED: _____

PRINTERS:

SHARES:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- ACCOUNT CREATED
- LOGON SCRIPT CREATED
- TEMP PASSWORD SHEET CREATED
- USER PICKED UP PASSWORD ENVELOPE
- SUPERVISOR & P.I. E-MAILED ACCESS SUMMARY WITH REMINDER NOTICE ABOUT NOTIFYING I.T. STAFF WHEN USER SEPARATES