

**Montgomery County Help Desk
Request for New User Set up and/or Removal of User**

**Every request for information is critical. Please fill in all blanks to avoid delays.
Please give as much information as possible.**

To submit printed form please attach to your footprints work order or fax to IT Dept at 936-760-6985.

***Please submit each new user/remove user request on a separate work order.**

****Submissions that do not include employee id will be held for processing.**

Name of Requestor _____ Date _____

Department _____ Phone Extension _____

New Employee Access Request Removal of Employee Access

Current Employee Change (name change, access change, etc)

Employee Full Name _____ New Employee ID# _____

New County Employee

Transferred ***TO*** other Department**

No longer County Employee

Transferred ***FROM*** other Department**

**Please list the Department the employee transferred to/from _____

Please check all the access levels, listed below, that will need to be setup/removed.

Network

Odyssey

County System

Financial System

E-mail

Other _____

Phone System Requirements:

New Equipment needed Taking place where existing Equipment is in place Ext _____ Voice Mail Setup

Please provide us with the name of an employee within your department that has similar job duties and would require the same access levels within the county, Odyssey or financial systems.

Effective date of access change _____

Supervisor Signature _____