

**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 \_\_\_\_\_

\*\*Should you need access to the Sheriff's Able Term System you must have a valid form completed. To get the form go to the following Sheriff's Department website [mocosherriff.com](http://mocosherriff.com) and print out the the access request form listed at the bottom of the page as TSG (Able Term) Access Form. Once the form is completed, fax or mail to:

Captain Peggy Frankhouser or Chief Deputy Randy McDaniel Fax number (936) 538-7797

We have to authorize access to this system. Failing to follow this procedure will delay your request for access.