



FILL OUT FORM ON-LINE, PRINT, SIGN, & EMAIL
Crestview Human Resources Email:
hr@cityofcrestview.org

New Employee IT Access Form – Staff/Contractor

Please fill out this form in entirety. E-Number is assigned by HR. Please send this form to hr@cityofcrestview.org. HR will contact IT when this is processed to begin the account creation process. Fields that do not apply should be filled with “N/A.”

Hire Date:

Start Date:

New Network/Email Account Needed

Contract End Date:

Staff Contractor Intern

First Name:

Middle:

Last Name:

Position Title:

Department:

Location:

Department Head:

Department Phone:

Supervisor:

Replacing Whom:

Equipment Used By Prior Worker:

Desktop PC Laptop Tablet N/A

Network Access Request – Must Be Filled Out For Network Drive Access

1st Network Drive Location: (Example: “IS [\\LXSRV212\74VOL\74VOL1\DEPT](#)” or “My S: Drive”)

Read/View Files Only Full Access Expires End Date:

2nd Network Drive Location: (Example: “PER [\\LXSRV212\74VOL\74VOL2\DEPT](#)” or “My R: Drive”)

Read/View Files Only Full Access Expires End Date:

Phone Request – All Information Must Be Filled Out

Preferred Display Name:

Quotes are needed for:

Using Existing Phone:

Ext:

New Number

New Phone

Department Email Access Request – All Information Must Be Filled Out

Department Email Address (Example: permit@cityofcrestview.org for the permits Department):

Crestview Licensing and Printer Request– All Information Must Be Filled Out

Office 365	City Admin Printer	Public Services Admin Upstairs
Adobe	Accounts Payable Printer	Downstairs
AutoCAD	Utility Services Printer	Community Center
ArcGIS	Permitting Printer	
DMS	CDS Printer	
	Fire Station 1	
	Twin Hills Park	

Account Information – HR & IT Only

E – Number	E-mail Account Name:	Badge Number:
H5 Username:	Door Access Group:	Other: