



**FILL OUT FORM ON-LINE, PRINT, SIGN, & EMAIL**  
Crestview Human Resources Email:  
[hr@cityofcrestview.org](mailto: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](mailto: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 To Be Used By Worker:

Desktop PC  Laptop  Tablet  N/A

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

1<sup>st</sup> Network Drive Location: (Example: "IS [\\LXSRV212\74VOL\74VOL1\DEPT](#)" or "My S: Drive")

Read/View Files Only  Full Access  Expires End Date:

2<sup>nd</sup> 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:

N/A

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](mailto: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	
H5	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: