

APPLICATION FOR NETWORK ACCESS

PLEASE ALLOW A MINIMUM OF 3 WORKING DAYS FOR SETUP



EMPLOYEE DETAILS

First / Middle Name

Surname

Department

Position

Location

Level

Employee

Start Date

Line Manager

Contractor/Temp

End Date

HARDWARE & TELEPHONE

Laptop Required? ☐ (note: Dell is standard)

Mobile phone required? ☐ iPhone ☐ Samsung Galaxy

Using existing extension? (specify)

New desk phone? ☐

Notes on equipment/desk setup:

ACCESS REQUIREMENTS

Basic Access:

Copy existing user:

Desktop

Email & MS Office applications

Tech One Access Level:

Dynamics CRM

Adobe Pro (dept licensing cost applies: Default is Nitro Pro)

Other (specify)

Other departmental Teams access requests:

Please specify application,
file and other access required.

Shared mailbox access:
(specify mailboxes)

Other notes on setup:

REQUESTED BY (group leader or manager)

AUTHORISED BY (HR or Diocesan Secretary)

Signature

Signature

Date

Date