BASIC NETWORK ACCOUNT & ACCESS REQU

NETWORK ☐   *FILE SHARE ☐   EMAIL ☐   6 (/) 6 (5 9 , ☐ (

*COLLEGUE ☐   *PHONE ☐   SHAREPOINT ☐   HERSHEY ☐

*note: Phone and file share requests are continued back Colleague access requests require an additional form

Information from this form will be used to populate your web directory employee information

Colleague ID# :_____

Room:_____

Dept:_____

Division:_____

TELEPHONE ACCOUNT AND FILE ACCESS REQUEST

Telephone Service Request (Applies to permanent employees only)

Name _____

Dept.:_____ Job Title: _____

Current Room: _____ Current Phone Number: _____

Phone Service(s) Request

Personal Extension ☐   Rename Existing Extension ☐   State Wide Calling ☐

Long Distance Dialing ☐   Area Codes Requested: _____

*V.P. Approval Required_____
                                                    Signature

Voicemail Service Request

Request new voicemail box for phone listed above ☐

Request name change to existing voicemail box ☐

Department Intranet and Folder Share Access Requested:

Intranet Access ☐   Department Folder Share Access ☐

Department Head Approval: (Print/Sign) _____

              Dept. Name: _____

        Folder path:_____

Department Head Approval: (Print/Sign) _____

              Dept. Name: _____

Folder path: _____