



**Employee Information**

Send PDF when Request Completed

**ID Number:**

**First Name:**

**Middle Initial:**

**Last Name:**

**Start Date:**  **Campus:**

**Supervisor Name:**

**Type of Request:**

**Employee Group:**

**Job Title:**

**Cease Access Date:**  **Room Number:**

**HR Notes:**

**Computer Assigned**  **Email Username:**  **Cisco Phone #:**

**IT Notes:**

**Status of Request:**

**ITS Actions Taken**

- AD Account Created
- AD Account Disabled
- SPAIDEN Marked Preferred
- SPAIDEN Marked Inactivate
- SIAINST Marked Active
- SIAINST Marked Inactive
- GOATPAD Verified or Disabled
- INB Account Created
- INB Expired/Locked
- Joomla Account Created
- Joomla Account Disabled/deleted
- Enrolled in Employees of New River
- Unenrolled from Employees of New River
- Deleted from Blackboard Learn
- Enrolled NRCTC-BANNERUSERS-L
- Unenrolled NRCTC-BANNERUSERS-L
- Enrolled NRCTC-WCM Listserv
- Unenrolled NRCTC-WCM Listserv
- FileMaker Account Created
- FileMaker Account Deleted
- Phone Assigned
- Phone Unassigned
- Delete Portal Account
- Computer Assigned
- Computer/iPad Unassigned

Record Created by: dayersman

Date Modified: 3/1/2019