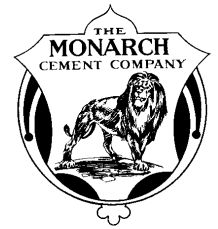


# DEPARTMENT OF TECHNOLOGY



THE MONARCH CEMENT COMPANY

## Employee IT Access

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Check one: Permanent  Summer Help  Temporary  Date no longer needed: \_\_\_ / \_\_\_ / \_\_\_  
 New  Changed

Circle When Returning: Christmas Break / Spring Break / Summer \_\_\_ / Will Not Return

Date of request: \_\_\_ / \_\_\_ / \_\_\_ Date equipment needed: \_\_\_ / \_\_\_ / \_\_\_

Authorization by: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Desktop Computer  Laptop   
 Buy New  Existing  SN# \_\_\_\_\_

**Monitor:** Buy new  Use Existing   
 Flat Panel  CRT  Size \_\_\_\_\_ (17,19,21 in.)

**Printer:**

**Access to existing printer**

Location: \_\_\_\_\_ User or Dept. \_\_\_\_\_

**Needs their own printer:** (Please check one)

Type of printer: Color  Laser  Dot Matrix

Volume of output: High  Medium  Low

Server access? No  Yes

Internet access? No  Yes

Email address? No  Yes

What programs will they need (Word, AutoCD, etc.)?  
 \_\_\_\_\_  
 \_\_\_\_\_

**Enable access for the following:**

**Programs:**

**Folders:**

- |   |          |
|---|----------|
| <input type="checkbox"/> Abra (excluding salary)        | 1) _____ |
| <input type="checkbox"/> Libra (fill out table on back) | 2) _____ |
| <input type="checkbox"/> Mapcon                         | 3) _____ |
| <input type="checkbox"/> FAS                            |          |
| <input type="checkbox"/> Mas500                         |          |
| <input type="checkbox"/> Maximo                         |          |
| <input type="checkbox"/> ACT! (TDI Only)                |          |
| <input type="checkbox"/> KickStart (TDI Only)           |          |

\*Do not write beyond this line-FOR IT Department USE ONLY\*

Completion Date	Completed By Initials
_____	_____
_____	_____
_____	_____
_____	_____

**Servers:**

- Enable all Novell Directory Services  
 Enable Active Directory access  
 Enable Local Server access

Server Name:  
 \_\_\_\_\_  
 \_\_\_\_\_

- |           |       |       |
|-----------|-------|-------|
| Abra      | _____ | _____ |
| Libra     | _____ | _____ |
| Mapcon    | _____ | _____ |
| FAS       | _____ | _____ |
| Mas500    | _____ | _____ |
| Maximo    | _____ | _____ |
| ACT!      | _____ | _____ |
| KickStart | _____ | _____ |
| Folder 1  | _____ | _____ |
| Folder 2  | _____ | _____ |
| Folder 3  | _____ | _____ |

# LIBRA

Company	Access to be given to the user						
	A - All	P - Posting	D - Data Entry	I - Inquiry	Bu - Backup	Re - Restore	
	AR	AP	OE	GL	PR	Inv	JC
BLC							
CCP							
CEI							
CMI							
CWC							
DCC							
JCC							
KBP							
KSC							
MCC							
MCI							
SCP							
SRM							
TDI							