

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 Active Directory access
 Email folder on SVRMCCOffice
 Home Folder on SVRMCCOffice
 Enable Local Server access

Server Name:

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

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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							