

**Hertford County Data Center Request for User Identification Code (User ID) Form**

**Nature of Request:**  New User ID  Modify Existing ID  Deactivate ID

Please use a computer to complete this form, if possible. If handwritten, please print legibly. Complete all information on the form.

**Access request justification:** \_\_\_\_\_

**Section 1 - Employee Information** *Use official name on license.*

<b>Employee Full Name:</b>	<b>Date:</b>
<b>Office Phone:</b>	<b>Office Ext.:</b>
<b>Job Title:</b>	<b>Supervisor:</b>
<b>Department:</b>	<b>Hire Date:</b>
	<b>Start Date:</b>
	<b>Termination Date:</b>
<b>Personal Email:</b>	

**Section 2 - Requested Services/Software Access** (*Check all that apply.*)

<input type="checkbox"/> Telephone	<input type="checkbox"/> Finance Software (Munis)	<input type="checkbox"/> NCPTS	<input type="checkbox"/> NeoGov Training Software	<input type="checkbox"/> NCID <input type="checkbox"/> NCFAST <input type="checkbox"/> DOCUWARE
<input type="checkbox"/> Email Account	<input type="checkbox"/> Copier Scan/ Email	<input type="checkbox"/> CAMA	<input type="checkbox"/> E911 Address Database	
<input type="checkbox"/> Email Distribution Lists	<input type="checkbox"/> Departmental Shared Files	<input type="checkbox"/> ESS	<input type="checkbox"/> 911 Dispatching	<input type="checkbox"/> RoD (CCS)

**Other:** Add any other departmental related software and/or access requests here.

**County Email Address:**

**Munis Employee ID:**

**Section 3 - Employee Acknowledgment**

**Employee Certification:** I have read, understand, and agree to abide by all policies governing the appropriate use of County technology resources; and I understand the consequences of my failure to comply.

**Employee Signature:** \_\_\_\_\_

**Approvals (Sign and Date)**

<b>Department Head</b>	<b>Data Center</b>
<b>Sign:</b>	<b>Sign:</b>
<b>Date:</b>	<b>Date:</b>

**Section 4 - To be completed by the Data Center**

<b>Approval to Create/Modify/Delete User Acct.</b>	
<input type="checkbox"/> Approved	<b>User AD Login:</b> _____
<input type="checkbox"/> Denied	<b>User Email:</b> _____
<b>Sign:</b> _____ <b>Date:</b> _____	