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| **Network Access Authorization** |
| **PURPOSE:** | To be completed for all employees using a workstation with access to e-mail and other SCOE technology services. |

**New User Information:**

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| **Employee Status:** | **New:** **[ ]  Change Existing:** **[ ]**  |
| **User Name:**  | **User Title:**  |
| **Department:**  | **Work Site:**  |
| **Supervisor:**  | **Start Date:**  |
| **Phone:**  | **SCOE Sponsored Cell Nbr:**  |

**E-Mail Groups:**

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| Please assign this employee to the same group(s) as:      |
| OR Please assign the follow groups to this employee:  |
|       |       |       |
|       |       |       |
|       |       |       |

**REQUESTOR**: Upon completion, please forward to your Manager/Supervisor, if applicable, for approval by selecting \windows button\Send\email and emailing it to them. DO NOT CHANGE THE FILE NAME.

 **APPROVING MANAGER\SUPERVISOR:** Once approved, please select windows button\send\email and email it to hotline@shastacoe.org. Your email will constitute approval. DO NOT CHANGE THE FILE NAME. SEND ONE ATTACHMENT PER EMAIL AS INDIVIDUAL WORKORDERS WILL BE CREATED.