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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:**

|  |  |  |
| --- | --- | --- |
| 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](mailto: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.