HHSC Network Access Request Form

Instructions: Please fill out all applicable sections of this form. IT staff will use the information you provide below to create/modify an employee's network, electronic mail and/or PeopleSoft access. Inaccurate or incomplete information may delay your request.

Section 1 – Employee Identification

Last Name		First Name		MI	Employee ID
Unit/Division		**Location**		**Phone**	**SSN**
Title/Position			**Effective Date for Access**		
Previous HHSC Employee: ☐ Yes ☐ No			**If yes, what Unit/Division?**		
Status: ☐ Permanent ☐ Intern ☐ Temporary/Volunteer			**If user is an Intern or Temp/Volunteer, on what date should this account be disabled? Date:**		

Section 2 – Network and Application Access

Type of Action: ☐ New User Account   ☐ Modify Existing User Account   ☐ Delete User Account

Standard Applications: **All users will have access to the following Applications:** Microsoft Office: Word, Excel, Access, PowerPoint, Outlook AntiVirus, Adobe Acrobat Reader **Email Group:** ☐ DL DSHS RGSC_SH ☐ DL DSHS RGSC_SSLC	**Specialized Applications:** ☐ Visual Scheduler ☐ Practice Partner * ☐ Avatar PM / CWS * ☐ LIS ☐ CAFM * ☐ Right Fax ☐ CARE ☐ WORx * ☐ MIMS ☐ Other _____ Note: Applications with a "*" require additional forms.	**PeopleSoft:** Unique Username: _____ _____ ☐ Accounting System ☐ Time Management ☐ Other (specify): _____ _____ _____
User needs access to the following folder(s):		
User's file access should be molded after the following individual:		

Section 3 – Authorization

Employee's Name	Employee's Signature	Date
Supervisor's Name	**Supervisor's Signature**	**Date**
Facility Automation Manager's (FAM) Name	**Facility Automation Manager's (FAM) Signature**	**Date**

Section 4 – IT Routing and Status Information

Date Received	Received by	Request Status ☐ Pending ☐ Completed ☐ Returned for Additional Information		
Assigned Username	**Temporary Password**	**Default Printer**		**HHSC Asset ID #**
Requested Completed by	**Date Completed**	**Received Signed Computer User Agreement (AP-111)** ☐ Yes ☐ No		

If you need to modify or delete an account, please complete the Network Access Request Form.