

## New User IT Request

This form is to be completed **after** having submitted the WIN Account Request Form. Send this completed form to [helpdesk@winthrop.edu](mailto:helpdesk@winthrop.edu) at least **two weeks** before the new user's start date in order to have equipment ready.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Username: \_\_\_\_\_

Office Location (Room#/Building): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Adjunct/Part Time          Full Time/FTE

Mac                          PC

Shared drives          ([\\hamlet\drivename](#)):

Access Level:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

READ          READ/WRITE  
READ          READ/WRITE  
READ          READ/WRITE  
READ          READ/WRITE  
READ          READ/WRITE  
READ          READ/WRITE

If access to more shared drives is needed, please include those as an attachment.

Software needs:

Adobe

Mathematica

SPSS

SAS

Other (list): \_\_\_\_\_

Telecom needs:

Does user need a landline telephone?:      YES          NO          ALREADY PRESENT

What is the phone extension for this user?:

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

New User: \_\_\_\_\_ Date: \_\_\_\_\_