|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Client Name:  **Adding/ Remove/ Modify User** | | | Area Agency on Aging 3 Location: 2423 Allentown Rd., Lima, Oh 45805 | | | | | | | | | | | |
| User type: | | | | | | | | | | | | | | |
| New | | | Internal Relocation | |  | Access Change | | | |  | Termination | |  |  |
| Time and Date on which access is added/ removed: Click or tap here to enter text. : AM PM | | | | | | | | | | | | | | |
| Equipment: | | |  | |  |  | | | |  |  | |  |  |
|  | | | New Laptop | |  | Wireless Headset | | | |  | Cell Phone | |  |  |
|  | | | Existing Laptop | |  | Wired Headset | | | |  | SIM | |  |  |
|  | | | Home Workstation | |  | Office Workstation | | | |  | Fleet Printer | |  |  |
|  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| First name: | | | Click here | | | | Phone/ Ext: | | | Click here | | | | |
| Last name: | | | Click here | | | | Cell Number: | | | Click here | | | | |
| Remote/In Office | | | Click here | | | | Dept/Title: | | | Click here | | | | |
| Permissions Copied From: | | | Click here | | | | Supervisor: | | | Click here | | | | |
|  | | |  | | | |  | | |  | | | | |
|  | | |  | | | |  | | |  | | | | |
| In case of Termination/Extended absence: | | | | | | | | | | | | | | |
| My documents access provided to: | | | | Click or tap here to enter text. | | | | | | | | | | |
| Email forwarded to: | | | | Click or tap here to enter text. | | | | | | | | | | |
| User access to mailbox: | | | | Click or tap here to enter text. | | | | | | | | | | |
|  | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
|  | | Drive Access/ Name | | | | | |  | | | | | | |
|  |  | S: Shared | | | | | | Outlook Groups / Calendars / Additional Notes or Access: | | | | | | |
|  | Program Access: | | | | | | Add Permission to the following folders:  Click or tap here to enter text.  Add Permission to the following Email Groups:  Click or tap here to enter text.  Add Permission to the following TEAMS:  Click or tap here to enter text. | | | | | | |
|  | Remote Desktop | | | | | |
|  | SEND Fax | | | | | |
|  | RECEIVE Fax | | | | | |
|  | RSVP Volunteer | | | | | |
|  | WebEx Desktop | | | | | |
|  | WebEx Mobile | | | | | |
|  | FileZilla | | | | | |
|  | PIMS | | | | | | Ricoh Copiers | Add | | | Termination Remove Access | | |
|  | Ring Central | | | | | |
|  | Printer Access / Name  CRC/Support Printer  Fiscal Printer | | | | | |
|  | Manager Signature: Click or tap here to enter text. | | | | | | |
|  |
|  | | | | | | | | | | | | | | |