

New Employee Information Technology
Set Up Sheet

Last Name: _____ First: _____ Initial: ___
ID Number: _____

Network Username: _____ (is always your first
initial, middle initial and last name)

Network Password: _____ (password
requirements: must be 8 or more characters, contain a mix of upper and
lower case letters, include numerals, is not based on any personal
information, and is not based on any dictionary word)

Extension # of the person you are replacing: _____ Queue #: Yes or No

Full Time (or) Part Time

Access needed in Jenzabar:

Access needed to what files:

Department: _____

Title: _____

**The Director of your department and the Director of Human Resources
must sign and date giving the Information Technology Department
permission to create this account.**

Director's Signature

Date

Human Resources Director

Date