



SBCEO DATABASE USER REQUEST

(PLEASE USE THIS FORM TO ADD OR DELETE USERS FROM SBCEO DATABASE.)

TO BE COMPLETED BY REQUESTING DEPARTMENT

Dept. Name:				
Location:	Cathedral Oaks	Hope Ctr.	NoCo	Other:
Purpose for Use:	Staff Reviews	Personnel Requisitions		
Add New User Name:				Ext.:
Delete User Name:				Ext.:
Dept. Mgr. Signature:			Date:	

(Please forward to Fiscal Services)

TO BE COMPLETED BY FISCAL SERVICES

Approval to Add:	Add to Listserv
Approval to Delete:	Delete from Listserv
Dept. Mgr. Signature:	Date:

(Please forward to HR)

TO BE COMPLETED BY HUMAN RESOURCES

FMP Acct. Name Added:	
FMP Acct. Name Deleted:	
Signature:	Date:

(Please forward to IT Services)

TO BE COMPLETED BY INFORMATION TECHNOLOGY SERVICES

A/D Account Name Added/Existing:	Security Group	Signature:	Date:
A/D Acct. Name Deleted:	Security Group	Signature:	Date:
Citrix Version #:	_____	Signature:	Date:
Installed/Tested For:			
Citrix Removed From:			Signature: Date:
Setup Email profile:			Signature: Date:
Tech Notes:			

(Once all 4 sections are complete, please forward to Sheryl)