

Request for Computer Access

ALL NEW USER ACCESS REQUESTS TAKE FIVE (5) WORKING DAYS TO PROCESS

Date: _____

Office: _____

User name: _____

_____ **AS/400 (or ITS mainframe – TPX, SAAS, SPAHRS) access**

Specific systems needed (if any):

_____ **Network access**

Specific systems and directories needed (if any):

******* ANY ACCESS TO SAAS OR SPAHRS SHOULD BE REQUESTED THROUGH MMRS *******

Signature of Office Director / Date

Printed Name of Office Director

To be completed by DFA/IT:

Date Completed: _____

AS/400 userid: _____ Temporary password: _____

TPX userid: _____ Temporary password: _____

Network userid: _____ Temporary password: _____