

COA Information Technology New Employee Form

Date of Hire:

Full time/Part time:

Position Title:

Direct Supervisor:

Office location:

Standard Employee IT Access Includes: COA network account, COA email account, COA email group access, COACard account, COA e2campus account

- This employee will need a computer
 - This employee will need a computer
 - Windows or Apple computer
 - Desktop computer or laptop computer (link to laptop form)
- This employee will NOT need a computer

*Requests for peripherals or specialized software should be noted in the additional requests section at the bottom of this form.

- This employee will need a COA telephone extension
 - This employee will need a multiline phone
 - This employees will need voicemail
 - This employee will need a direct dial number

Additional requests:

Supervisor's signature: _____

