

User Request Form

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Onboarding

☐

Offboarding

☐

Change

☐

Effective Date

Company Name

First Name

Last Name

Job Title

Mobile Number

Please select any of the following which applies to the user;

☐

Laptop required

☐

Phone required

☐

Tablet required – WiFi ONLY

☐

Tablet required – WiFi and CELLULAR / LTE

☐

Keyboard and Mouse Combo

☐

Docking station

☐

Single Monitor

☐

Dual Monitor

☐

Email Account *(please enter preferred address)*

☐

Dropbox access, if yes what folders?

☐

Additional Software, if yes which?

☐

Other items / comments:

*For example; using existing phone, tablet or laptop?
Setup at certain desk or location.*

Requested By:

Approved By (if required):