

Help Desk Ref. No.

Novell

INFORMATION MANAGEMENT & TECHONOLOGY

LAN Administration

Novell Netware/GroupWise Account Request/Maintenance



				_ Employee ID Numb	701
	LAST NAME	FIRST NAME	MI	REQUIRED	(ID ON SUNY BADGE)
Extension	Department_		Title	Building	g/Room#
Nursino	G STAFF REQUESTS	REQUIRE THE API	PROVAL OF THE NU	HEAD/DIRECTOR APP IRSING DIRECTOR OR DESIGNATED AREA BE	NURSE MANAGER.
NEW ACC	OUNT				
Same Function	n As:			Email Account (Grou	upWise) Yes No
Note: Email show		fidential and/or person	ial correspondence. Ali	mail and calendar items a	re purged after 180 days, if
I need access t	to these files and di	rectories:			
MOVE AC	CCOUNT				
Current ID	ent IDCurrent Server				
Move user air	ectory (U: drive): `	YES NO If NO,		nsferred to another use	r? Yes No
DELETE A IMT deletes t	n As (Enter a person's n ACCOUNT user accounts and	name to model your acc	New I note that the second sec	nsferred to another use Dept	
DELETE A IMT deletes t User ID	n As	files within 24 ho	should files be tran New I count after) urs after receiving	nsferred to another use Dept	n report from Payroll
DELETE A IMT deletes u User ID Reason for deleti MISCELLA This section is	n As (Enter a person's n ACCOUNT user accounts and ion (check one): MANEOUS REQU	files within 24 ho Server oved to another departs TEST requests for acces	should files be tran New I count after) urs after receiving ment	nsferred to another use Dept the daily terminatio	n report from Payrol
DELETE A IMT deletes to User ID	n As (Enter a person's n ACCOUNT user accounts and ion (check one): MANEOUS REQU s for miscellaneous Please explain you	files within 24 ho Server oved to another departs requests for access ar request below.	New I New I Tount after) urs after receiving ment	the daily termination ent/Affiliation with SUNY	n report from Payrol Upstate terminated data and/or email
DELETE A IMT deletes to User ID	(Enter a person's naccounts and ion (check one): MANEOUS REQUESTOR MEDICAL M	files within 24 ho Server oved to another departs requests for access ar request below.	New I New I Tount after) urs after receiving ment	the daily termination ent/Affiliation with SUNY	n report from Payrol Upstate terminated data and/or email
DELETE A IMT deletes to User ID_ Reason for delete MISCELLA This section is accounts, etc. Please notify when this requ	MANEOUS REQUESTOR SERVICE OF THE SER	files within 24 ho Server oved to another departs requests for access request below.	should files be tran New I rount after) urs after receiving ment	the daily termination with SUNY lications, other user's MAIL ADDRESS.	n report from Payrol Upstate terminated data and/or email @UPSTATE.ED
DELETE A IMT deletes to User ID Reason for deleti MISCELLA This section is accounts, etc. Please notify when this requ DEP. I hereby acknowledges	ANEOUS REQUEST for miscellaneous Please explain your ARTMENT HEADOWS REQUEST has been completely and the complete that by serious is the complete that the control of the	files within 24 ho Server oved to another departs requests for access request below. No leted. MUST BE AD/NURSING I igning this account	should files be transcount after) New I was after receiving the ment Employment Employment is to directories, appoint email address AN UPSTATE EMPLOYED IRECTOR/NUMBER TOTAL	the daily termination with SUNY lications, other user's MAIL ADDRESS.	n report from Payrol Upstate terminated data and/or email @UPSTATE.ED APPROVAL on is a SUNY Upstate
DELETE A IMT deletes to User ID Reason for delete MISCELLA This section is accounts, etc. Please notify _ when this requ DEP. I hereby ackn Medical Univ	ACCOUNT user accounts and ion (check one): MANEOUS REQU s for miscellaneous Please explain you ARTMENT HEA nowledge that by seconds.	files within 24 ho Server oved to another departs requests for access request below. No letted. MUST BE AD/NURSING I igning this account	ment Employment Employment Sto directories, app DTIFICATION at email address AN UPSTATE EM DIRECTOR/NUMBER of this account for the store of the st	the daily termination with SUNY lications, other user's MAIL ADDRESS. RSE MANAGER'S are above-named person the performance of	n report from Payrol Upstate terminated data and/or email @UPSTATE.EDU APPROVAL on is a SUNY Upstate