

Client Name

1. Requestor Information

Requestor Name

Requestor Title

Department

Requestor Email

Requestor Phone

Date of Request

2. New User Information

Full Legal Name

Preferred Name

Job Title

Department

Employee ID

Direct Manager

Start Date

Work Location / Site

Requested Work Email

Work Phone / Extension

Employment Type

☐ Full-Time

☐ Part-Time

☐ Contractor

☐ Temporary

☐ Intern

Access Expiration Date (if temporary/contractor)

Sponsoring Cost Center / Project

Business Justification for Access (why this role needs the systems requested)

IT Use Only — Equipment / Asset Notes (laptop, monitor, peripherals, etc.)

3. System & Application Access Requested

Check each system needed, then specify the access level / role (e.g., Standard User, Admin, Read-Only).

SYSTEM / APPLICATION	ACCESS LEVEL / ROLE / NOTES
☐ Active Directory / Network Login	
☐ Email & Calendar (Microsoft 365 / Exchange)	
☐ VPN / Remote Access	
☐ ERP System	
☐ CRM System	
☐ File Shares / SharePoint / OneDrive	
☐ Finance / Accounting System	
☐ HR / Payroll System	
☐ Help Desk / Ticketing System	
☐ Badge / Building Access	
☐ Other: _____	

4. Security & Compliance Acknowledgment

- ☐ Access requested reflects the principle of least privilege (minimum access needed to perform the job).
- ☐ New user will complete security awareness / acceptable use policy training within 30 days of account activation.
- ☐ Requestor / manager confirms this access is required for the employee's job duties and complies with company policy.

5. Approvals

Requesting Manager

Printed Name / Signature

Date

☐ Approved

IT / Security Approval

Printed Name / Signature

Date

☐ Approved

System / Data Owner (required for elevated or admin access)

Printed Name / Signature

Date

☐ Approved