Computing Account Request Form v1.6

### College of Agricultural and Environmental Sciences Dean’s Office

This form should be filled out by the immediate supervisor of the employee for whom the account is requested. Please fill out as much of this form as possible, save the changes, and then email the form as an attachment to support@caes.ucdavis.edu

# Account Creation Checklist:

[ ]  New User Account Information

[ ]  Hardware Requirements

[ ]  Mobile Device Requirements

[ ]  Network Drive Permissions

# New User Account Information:

|  |  |
| --- | --- |
| *Supervisor Name\** |   |
| *User First Name\** |   | *User Last Name\** |   |
| *Current Email Address\** |   |
| *Kerberos ID – or new employee \** |  |
| *Position Title* |   |
| *Department/Unit Affiliation\** |   |
| *Office Location/Building* |   | *Room* |   |
| *Office Phone or official contact phone number \** |   |
| *Mobile Phone* |   |
| *First Day\** |   | *Last Day\*\** |   |

\*Required

\*\*Required for all positions with an end date.

# Email Requirements\*:

Office 365 email accounts are automatically created for new staff upon registration in PPS. Staff coming from other departments on campus may or may not need their Office 365 mailbox provisioned. Multi-homed employees, students, and temporary staff may not need Office 365 mailboxes. Students who access calendar information and shared mailboxes will need Office 365 mailboxes manually created by CRU.

Will the user require a manual email account setup? **YES** **[ ]  NO** **[ ]**

**Business justification (specify calendar access need, specify shared mailbox access need):**

|  |
| --- |
|  |

# Software Requirements:

The following software (http://computing.caes.ucdavis.edu/computing-policies/supported-software) will be installed by default on all CA&ES managed computers. If the user requires software that is not listed , please contact the Computer Resources Unit (CRU) helpdesk at support@caes.ucdavis.edu. Software purchase and installation requires supervisor approval.

# Hardware Requirements:

The Computer Resources Unit has established hardware specifications for laptop and desktop computers based on performance requirements, hardware prices, and a 4 or 5 year lifecycle (4 for laptops, 5 for desktops). The standard hardware specifications are posted on the Dean’s Office Computing Website (<http://computing.caes.ucdavis.edu/computing-policies/computer-standards>). If the user requires a custom hardware configuration (ex. – extra storage capacity) please contact the Computer Resources Unit (CRU) helpdesk at support@caes.ucdavis.edu.

1. Is the new user a: **NEW POSITION** **[ ]  REHIRE** **[ ]**
	1. If the new user is a REHIRE they will use the same computer used by the person they are replacing unless the computer is out of warranty.
	2. If the new user is a NEW POSITION the computer resources unit will either redeploy a computer or purchase a new computer. If a new computer purchase is necessary please indicate if the new user will require a: **LAPTOP** **[ ]  DESKTOP** **[ ]**

# Mobile Device Requirements

The Computer Resources Unit supports the connection of approved mobile devices to the Office 365 service. Please contact the Computer Resources Unit (CRU) helpdesk at support@caes.ucdavis.edu if the user intends to connect a device.

# Network Drive Permissions

Employees have access to communal network resources often referred to as “network drives”. Permission to access the network drives is usually dependent on unit and/or departmental affiliation. We will verify with the unit/department head and the employee’s supervisor before granting access to any network drives. The employee will automatically have full access to their personal home directory.

* Home Directory (X:)

[ ]  Departmental Drive (V:)

[ ]  Unit Share Drive (W:)

[ ]  ADMIN

[ ]  ASI

[ ]  ASP

[ ]  CABA

[ ]  CAT

[ ]  CCUH

[ ]  CPS

[ ]  CPT

[ ]  CRC

[ ]  CRF

[ ]  DAD

[ ]  EXEC

[ ]  FFHI

[ ]  IPO

[ ]  PTF

[ ]  RMI

[ ]  SAREP

[ ]  UAP

[ ]  UAP – Students