



REQUEST FORM FOR NETWORK USER ACCESS OR REMOVAL

REQUEST FORM FOR ADDING A USER TO THE WASC OFFICE AUTOMATION ENVIRONMENT

Division: _____ Requested By: _____

Effective Date: _____

User's Branch & Routing Code: _____ User's Title: _____

Please ADD the following User.

First Name: _____ Middle Initial: _____ Last Name: _____

Is user being transferred from another DOC organization? _____

If yes, which organization? _____

Do they already have a xxxx@noaa.gov address? _____

User will be provided with Corel (WP, QuattroPro & Presentations) and Netscape E-Mail unless otherwise indicated. What other division applications will the user need access to:

Other applications _____

Printer(s): User will use _____ (default) _____ (additional)

User needs to be added to the following network/e-mail lists

_____ User needs Voice Mail and telephone programming. User will be assigned to phone extension _____. Their "return to operator" number is _____.

_____ User needs to be added to the NOAA Locator.

Fax number _____ Division _____ Personal (based upon availability).

Office Location: _____

For Systems Division Use

Date added _____ Initials: _____

IP Address: _____ CPU Property No(last 6 digits): _____