## New Employee / New Computer Information

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| **Employee Information** |

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| First Name |  |
| Last Name |  |
| Title |  |
| Office Phone |  |
| Cell Phone |  |
| Email Address |  |
| Work Location |  |
| Start Date |  |
| Username |  |
| Password **(Only send via secure email)** |  |

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| **Locally Installed Software** |

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| **Description** | **Done** |
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| **Web Based Software** |

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| **Description** | **URL or Location** | **Username** | **Done** |
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| **Security Groups** |

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| **Description** | **Done** | **Description** | **Done** |
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| **File Access** |

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| **Description** | **Done** | **Description** | **Done** |
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