

**APPENDIX 2: SYSTEM ACCESS REQUEST/CHANGE FORM**

Three Pillars  
SYSTEM ACCESS REQUEST/CHANGE FORM

**Complete this form and send to Help Desk  
Forward copy to Human Resources**

Employee Name \_\_\_\_\_ Emp. # \_\_\_\_\_ Date \_\_\_\_\_

Job Title \_\_\_\_\_ Current Department \_\_\_\_\_

**CHOOSE ONE:**

This is a new employee Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

This is a change in a current employee's department/responsibilities **Yes** (New Department) \_\_\_\_\_ / **No**

Is this employee replacing another employee? **Yes** (Whom) \_\_\_\_\_ / **No**

Does this employee have a business purpose for remote access **Yes/No**

Briefly describe job responsibilities: \_\_\_\_\_

This is an employee termination **Yes/No** Last Worked Day \_\_\_\_/\_\_\_\_/\_\_\_\_

Place an "A" by the application that the employee needs added or "R" by the application to be removed:

|  |   |
|--|---|
| ___ Microsoft Word/Excel/Power Point       | ___ Microsoft Outlook (Email)             |
| ___ Caretracker                            | ___ Attendance on Demand (Manager Portal) |
| ___ AOD (Answers on Demand – List modules) | _____                                     |
| _____                                      | _____                                     |
| _____                                      | _____                                     |

List department specific applications:

\_\_\_\_\_

List T: Drive folders:

\_\_\_\_\_

Place an "A" by the device that the employee needs added or "R" by the application to be removed:

|                    |                |
|--------------------|----------------|
| ___ Telephone      | ___ Pager      |
| ___ Voicemail      | ___ Call Pilot |
| ___ Desktop/Laptop | _____          |

Supervisor/Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Help Desk Sign Off: \_\_\_\_\_ Date: \_\_\_\_\_