

INFORMATION TECHNOLOGY SERVICES



New Employee Form			
Faculty	Staff	GA	Student worker
1) Full Name: _____			
2) StarID: _____		Mustang ID: _____	
3) Starting Date: _____		Office Location: _____	
4) Direct Report: _____			
5) Position: Is this a new position or are they replacing someone? Yes No If yes, who? _____			
6) ISRS: Do they need access to ISRS? Yes No If yes, click here to request a Uniface account https://www.smsu.edu/resources/webspaces/informationtechnologyservices/Web%20Forms/isrs-user-request.pdf			
7) Printing: Does the user need access to printer(s)? Yes No If yes, list _____ Printing Cost Center: _____			
8) Email: Does the user need access to a shared email account? Yes No If yes, list _____			
9) T Drive: Does the user need access to any T-Drive? Yes No If yes, list _____			
10) Computer: Do they need to use a computer? Yes No Is there a computer already there for them to use? Yes No MnScu has a procedure that we must follow. The computer must be reimaged and redeployed out to the new worker, even if that person is working in the same department as the previous user.			
11) Specific Software Needs: _____			
12) Would you need a phone? Yes No If yes, phone cost center: _____ Additional Phone Features: Voicemail: Yes No Number Mask: _____ Long distance: Yes No Pickup Group: _____ If no, explain why Extra Extensions: _____ _____			

Please contact helpdesk at 507-537-6111 or TRCHelpdesk@smsu.edu if you have any questions regarding this form. Complete and email this form to TRCHelpdesk@smsu.edu