

# DHS NETWORK ACCESS REQUEST FORM

**Please check one of the following:**

ADD NEW USER  (START DATE) \_\_\_\_\_  
DELETE USER  (CURRENT ID and DELETE DATE) \_\_\_\_\_  
TRANSFER  (CURRENT ID and PREVIOUS LOCATION) \_\_\_\_\_  
MODIFY  (CURRENT ID) \_\_\_\_\_

**Recipient Information (Please Print)**

NAME (print) \_\_\_\_\_  
(First) (I) (Last)

Office Telephone # \_\_\_\_\_ Title \_\_\_\_\_

Employee ID Number (EIN) \_\_\_\_\_ (MUST HAVE TO PROCESS if State employee)

Division\Office Name \_\_\_\_\_

Address\location\Bldg Name\Room # \_\_\_\_\_

**STANDARD APPLICATIONS**

Please select from the list of DHS Standard Licensed Software and DHS Standard Non-Licensed Software below the software needed to configure your computer. Please be aware, the DHS Standard Licensed Software is already licensed for your use. The DHS Standard Non-Licensed Software requires your agency purchase a license for the software or provide proof of licensing for the software before it can be installed on your computer.

**DHS Standard Licensed Software:**

GroupWise  
 Microsoft Internet Explorer

**DHS Standard Non-Licensed Software:**

Windows  Microsoft Word  Microsoft Excel  Microsoft Access  
 Microsoft PowerPoint

For a more detailed description of the standard DHS software, please refer to the listing of DHS standard products in the OT LAN Support Business Plan, which can be found at the following location: <http://www.dhs.innerweb.utah.gov/ot/policies/>.

**SPECIAL APPLICATIONS AND RIGHTS TO OTHER DIRECTORIES, MAILBOXES**

If you need an application from the **special applications** section of the OT LAN Business Plan (see web location above), list those applications below. Also list special access you may require to directories or mailboxes, other than your own. Contact OT Customer Support, OT Security, or your Technical Support Specialist if you have any questions.

SAFE ACCESS:| \_\_\_\_\_

**SECURITY STATEMENT**

**I have read, understand and agree to comply with the Department's "Policy on the Appropriate Use of Information Technology Resources." I have discussed any questions and issues of concern with my supervisor or contract manager in the Department, and these matters have been resolved to my satisfaction.**

USER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SUPERVISOR APPROVAL** - I have reviewed the applications, access levels and rights requested. I approve this request. I will put a ticket into DTS by calling 801-538-5772 opt#2

SUPERVISOR NAME (print) \_\_\_\_\_ PHONE \_\_\_\_\_

Office Use only: revised November 14, 2011

AGENCY Code: \_\_\_\_\_ Region Code \_\_\_\_\_ Assigned Network ID \_\_\_\_\_