|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **General Information** | | | | | | | |
| **Employee’s Name:** | **First:** | | | **Last:** | | | |
| **Department:** |  | | | **Managers Name:** | |  |
| **Start Date or NA if existing employee:** |  | | | **Location:** | |  |
|  | | | | | | | |
| **Computer Hardware requirements: (please circle requirements)** | | | | | | | |
| Is this a new position? | | |  | Are access rights to be mirrored: (if so, name person to be copied) | |  |
| Available Desktop/Laptop? | | | [Yes or No] |  | |  |
| Monitors Available? | | |  |  | |  |
| Printer name or locations: | | | |  | | | |
| Mobile Phone (if M365 Apps to be added): | | | |  | | | |
|  | | | | | | | |
| **Computer Software requirements if applicable: (note that licence costs may apply)** | | | | | | | |
| Microsoft 365 | |  | | | Adobe Acrobat |  | |
| Microsoft Power BI | |  | | | Microsoft Project |  | |
| MYOB/Other | |  | | |  |  | |
|  | | | | | | | |
| **Other Applications (Computer or Cloud)** | | | | | | | |
| Application Name: | |  | | |  |  | |
|  | | | | | | | |
| **Email Group Requirements:** | | | | | | | |
| Email Group Name | |  | | | | | |
| Email Group Name | |  | | | | | |
|  | | | | | | | |
| **Access to Drives / SharePoint sites (if unknown please name the person to be mirrored)** | | | | | | | |
|  | | | |  | | | |
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