



**Employee Information**

*Please complete this entire form, print the form and submit it to the Wesley College IT Department*

1. Employee Name

2. Job Title

3. Effective Date

4. Name of Supervisor

5. Department

6. Location

7. Status (choose by clicking on the arrow to the right)

8. Position Type(choose by clicking on the arrow to the right)

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**Technical Information**

9. Give new user the same access as:

10. Provide access to the following Software (check all that apply)

Jenzabar EX

MyWesley

PowerFaids

Raiser's Edge

Tutor Trac

Lantern

CBord

e-mail

Other

11. Requesting the following hardware

desktop computer

laptop

cellular phone

desktop phone

Other

12. If "desktop computer" or "laptop" is checked in Q.11, is there an existing computer\laptop for use?

Yes

No

13. If "cellular phone" or "desktop phone" is checked in Q.11, is there an existing phone in place for use?

Yes

No

14. If Q. 13 is answered "Yes", what is the phone number?

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**Notes and/or Additional Information**

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Requestor

Signature:

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