DGS GENERAL SERVICES

Enterprise Technology Solutions

Excellence in the Business of Government

EMPLOYEE INFORMATION - ACCOUNT REQUEST

USER INFO

NOTE: Please allow a minimum of five (5) working days for the account to be created.

Date:

- ◯ **New DGS Employee**
- ◯ **Existing DGS Employee Transferring from Another DGS Office/Division**
- ◯ **Existing DGS Employee Transferring Within the Same Office/Division**
- ◯ **Consultant / Student / Retired Annuitant**

***** Fields marked in red must be completed before sending this form *****

Employee Information

Employee Name:		**Title:**	
Division:		**Start Date:**	
Branch/Office:		**Phone Number:** 123-456-7890	☐ **New phone needed**
Section:		**Fax Number:** 123-456-7890	
Unit:		**Mobile Number:**	

Name Employee wishes to be known by, if other than full name:

Please ensure the employee's name is spelled correctly and that you have indicated any nickname the employee wants to use. The last name MUST match ABMS.

Business Information

Street:		**Supervisor's Name:**	
City:		**Supervisor's Phone Number:**	
State:	**Zip Code:**	**Employee's regular work days:**	
Employee's Cubicle #:		**Employee's regular work hours:**	

Please click on the "Resource Needs" button to complete the second page.

User Info | Resource Needs | Computer Needs

EMPLOYEE INFORMATION - ACCOUNT REQUEST

RESOURCE NEEDS

Distribution List and Network Access Information

Email Distribution Lists	Network Folder Access
Note: Enter the name(s) of the Email/Outlook distribution lists this employee should be a member of. If left blank, the user will not be included in any distribution list.	**Enter the name(s) of the network folder path this employee needs to be granted access in addition to the standard division/office drive letters.**
Example: DGS AD-ETS-All Staff	**Example: OBAS-Public (\\YO00FIL001) (Q:)**
1.	**1.**
2.	**2.**
3.	**3.**
4.	**4.**
5.	**5.**
6.	**6.**

Please click on the "Computer Needs" button to complete the third page.

User Info | Resource Needs | Computer Needs

EMPLOYEE INFORMATION - ACCOUNT REQUEST

COMPUTER NEEDS

Note: Standard DGS software includes Microsoft Office Pro, Outlook Email, Internet Explorer Browser, ABMS, PAL Time Entry, and Acrobat Reader. Please check any additional software that the employee will need.

Software Options

- ☐ Adobe Acrobat (Licensed)
- ☐ DWG Viewer
- ☐ MS Project
- ☐ MS Visio

Other Software (Specify):

Employee Needs and Network Permissions

Computer Network Name ("machine ID") of the PC this employee will be using:

- ☐ Network Account
- ☐ Email Account
- ☐ New computer needed
- ☐ Account Modification(s)*

*** If the employee is transferring from a different Division/Branch/ Office within DGS, please specify which Division/Branch/Office:**

Name of another employee who has the same network access that this new employee will need:

Additional Information

User Info | Resource Needs | Computer Needs

Print Form | Submit by Email