**New User Form/User Leaving Form**

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| **EMPLOYEE INFORMATION (**To be completed by authorizing manager) |
| Name:  | Start date:  |
| Position: Department: Mapped Drive Access:Group Membership:Mailbox Access: | Reports to: Authorized by: |
| **Logon details (**To be completed by Customer) |
| Logon: Password:Disable Account: | Email Address: Email Password: **OWA**: <https://mail.trustcloudservices.co.uk/owa>**O365** [**www.Portal.office.com**](http://www.Portal.office.com) |
| Does the Device need to be on the Domain:Does The Device need to be removed from the Domain:Yes/NoRemove the option above should it not apply. | Mapped Drive Access: If any needed:Remove User From Folders/Any Access:  |
| **Program`s needed** (To be completed by IT) |
| Please list below programs that the user needs/to have removed prior to them Joining/Leaving Company. |
| **Admin use only** (To be completed by IT)**Staff Members Name –** **Account Authorized by –** **Account creation date -** **Account Created by – Declan Jardine****Account Deletion Authorized by –** **Account Termination Date -** **Account Closed by - Declan Jardine** |
| **To be filled out by Manager****Begin Employment**[ ]  PC name:[ ]  Domain account configured:[ ]  Email configured:[ ]  Program configured:[ ]  Drive access assigned:[ ]  Remote Access required:[ ]  Other? Please state. | **To be filled out by Manager****Termination of employment**[ ]  PC/Laptop returned:[ ]  Domain account disabled or [ ]  deleted:[ ]  Email disabled or [ ]  deleted:[ ]  Email forwarding:[ ]  Program access removed/disabled:[ ]  Remote Access removed:[ ]  Other? Please state. |

****\*Please check all information before submitting to avoid any wrong account creations being made\*