**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/No  Remove 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\*