NEW COMPUTER REQUEST FORM
Please allow 2-3 weeks for processing due to computer ordering process
Return this form to the Help Desk via email

Name _____   **Title** _____
Office Location _____   **Telephone Number** _____
Hiring Manager _____   **Start Date** _____

New Position?   ☐Yes / ☐No   ☐ Full-time / ☐ Part time
    If no, replaces whom? _____

Hardware Request
☐ Desktop   ☐ Laptop (Keyboard/Mouse Monitor require additional funding)

☐ Docking station   ☐ Keyboard ☐ Mouse   ☐ Monitor

Software Applications (check all that apply)
☐ Office Language Packs (please indicate languages) _____

☐ EndNote   ☐ The Raiser's Edge   ☐ BI Query   ☐ PowerFAIDS   ☐ EMS

☐ Argos   ☐ Other_____

File share access (ex. \\fs\dept\xxx\xxx)

Please indicate name or path of shared drive (e.g. \\fs.clarku.edu\dept\its\home) and whether permission is FULL or READ ONLY

_____ ☐Full / ☐Read Only   _____ ☐Full / ☐Read Only
_____ ☐Full / ☐Read Only   _____ ☐Full / ☐Read Only
_____ ☐Full / ☐Read Only   _____ ☐Full / ☐Read Only
_____ ☐Full / ☐Read Only   _____ ☐Full / ☐Read Only

Networked Printer Access
Please include the manufacturer type, model, and location if possible.
Default Printer: Additional Printer(s):

_____   _____

_____   _____

Group / Department Mailbox Access:

_____   _____

_____   _____

Date of request: _____   **Submitted by:** _____

Banner Access: please use the link to access the Banner Access Form & Banner Finance Access Request Form