|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| YVEDDI Email and Telephone  Setup or Cancellation Request | | | | | | | | | | | |
| **Procedure:** *Use this form for employees who need email or telephone setup or termination. After form completion, submit to the Communication’s Specialist (CS) for processing. CS will email form to the agency IT Provider for email setup or termination. CS will direct manage telephone and voicemail setup or termination. The Head Start and Transportation programs may have an alternate process as applicable.*  **(Please print)** | | | | | | | | | | | |
| Employee’s Name  (include middle initial) | | | | | Jane K. Doe | | | | | | |
| Title | | | | |  | | | Program | |  | |
| Supervisor | | | | |  | | Supervisors Email | | | |  |
|  | **New Hire Setup** (This employee needs the following setup/changed) | | | | | | | | | | |
| Start Date | | |  | | | | Resources Needed | | | | |
| Email  Phone Number and Ext.:  AccountMate  ChildPlus  Billing & Payroll  Human Resources  Ops MGR  Admin  Other  Other  Other | | | | | | | Base (MS WORD, Excel, Outlook, Adobe Reader, Power Point, Publisher  Color Printer  B/W Printer  Copier Access (Sharp)  Website Login  Staff  Management  Door Code *(District Office employees or management only)*  Other  Other  Other  Other | | | | |
|  | **Cancellation/Change Request** (This employee is no longer employed at YVEDDI. Please remove/change the following) | | | | | | | | | | |
| Exit/Effective Date | | | | |  | | | | | | |
| Forward Email to:  Delete Email:  Phone Number and Ext.:  AccountMate  ChildPlus  Billing & Payroll  Human Resources  Ops MGR  Admin  Other | | | | | | | | | | | |
| Comments | |  | | | | | | | | | |
| ***Admin/IT Use Only*** | | | | | | | | | | | |
| Completed Date | | | |  | | Completed By | | |  | | |