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| YVEDDI Email and TelephoneSetup 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) |       |
| Title |       | Program |       |
| Supervisor |       | Supervisors Email |       |
| **[ ]**  | **New Hire Setup** (This new employee needs the following setup) |
| Start Date |       | Resources Needed |
| [ ]  Email      [ ]  Phone Number and Ext.:      [ ]  AccountMate[ ]  ChildPlus[ ]  Billing & Payroll[ ]  Human Resources[ ]  Ops MGR[ ]  Admin[ ]  Door Code[ ]  Other      [ ]  Other       | [ ]  Base (MS WORD, Excel, Outlook, Adobe Reader, Power Point, Publisher[ ]  Color Printer[ ]  B/W Printer[ ]  Copier Access (Sharp)Website Login [ ]  Staff [ ]  Management[ ]  Other      [ ]  Other      [ ]  Other      [ ]  Other       |
| **[ ]**  | **Change/Transfer Request** **Transferred from** **to**  | [ ]  | **This employee is no longer employed at YVEDDI.** |
| Effective Date |       | Exit Date |       |
| [ ]  Set up new email      [ ]  Forward       email to:      [ ]  Delete Email:     [ ]  Phone Number and Ext.:      [ ]  AccountMate[ ]  ChildPlus[ ]  Billing & Payroll[ ]  Human Resources[ ]  Ops MGR[ ]  Admin[ ]  Other       | [ ]  Forward Email to:      [ ]  Delete Email:     [ ]  Delete Door Code[ ]  Phone Number and Ext.:      [ ]  AccountMate[ ]  ChildPlus[ ]  Billing & Payroll[ ]  Human Resources[ ]  Ops MGR[ ]  Admin[ ]  Other       |
| Comments |       |
| ***Admin/IT Use Only*** |
| Completed Date |       | Completed By |       |