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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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) | | | | | |  | | | | | | | | | |
| 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 | | | |  | | | | |