

COLLEGE OF  
MOUNT SAINT VINCENT  
**New Employee – Computer Access Form**

Employee Name: \_\_\_\_\_ Employee Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_ Telephone Number? \_\_\_\_\_

### NOVELL ACCOUNT

Please list the desired Novell account information for the new employee. List all of the desired servers and software that they may need to access. We can also mimic another employees account settings, provided that this employees name is given. **Note: Not all employees need to access a Novell account.**

| TREE / SERVER / CONTEXT / SOFTWARE   | MIMICKED ACCOUNT |
|--|------------------|
|  |                  |
| <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <div style="border: 1px solid black; padding: 2px 5px;">OR</div> </div> |                  |
|  |                  |

### PROGRAMS

Please check the box for each needed program. Please list all other programs needed in the space provided or in the back of this sheet.

- |  |   |                                 |
|--|---|---------------------------------|
| Manvax <input type="checkbox"/>        | Banner <input type="checkbox"/>                 | Blumen <input type="checkbox"/> |
| Raiser's Edge <input type="checkbox"/> | Admission Manager <input type="checkbox"/>      | Other: _____                    |
| TruTime <input type="checkbox"/>       | Financial Aid Programs <input type="checkbox"/> |                                 |

### E-MAIL ACCOUNT

Does the employee need an email account?      Yes       No

### TELEPHONE INFORMATION

Does the employee need a telephone extension? Yes  No

If it is a shared line, please write down the extension here: \_\_\_\_\_

*If you need more space, please feel free to list items on the back of this form.*

***For Employee Supervisor only***

*I certify that the above information is accurate:* \_\_\_\_\_

DATE: \_\_\_\_\_