

<b>Employee Name:</b>		<b>Netid:</b>	
<b>Keys Issued:</b>		<b>Office Phone:</b>	
		<b>Cell Phone:</b>	
		<b>Room #:</b>	
		<b>Cat Card:</b>	
<b>Trainings Completed:</b>			
<a href="#">Computer Security Awareness</a>		<a href="#">Sexual Harassment</a>	
<a href="#">UAccess Elevated Privilege</a>		<a href="#">FERPA</a>	
<b>Data Processing Equipment Responsibility:</b>			
Departmental Domain Account Name:			
Desk Computer Name:			
Desk Computer Prop. Tag#:			
Mobile Computer Name:			
Mobile Computer Prop. Tag#:			
<b>Other Equipment Responsibility</b>			
<b>Vehicle Information:</b>			
Make & Model:			
License Plate:			
MAC Vehicle Fuel #:			
Employee Fuel #:			
<b>Other Setup</b>		<b>Notes</b>	
Add Employee to CALS-MAC-PERSONNEL			
Update webforms on CALS-MAC			
Does Employee get added to Spray-notice list?			
Does Employee get added to Calendar Delegate?			
Email Setup on Business Cell Phone?			
NetID+ Setup/Email Setup on Computers?			
Employee Photocopier #:			
Has Employee been added to Grouper?			
Photocopier Code Setup?			
Photocopier Scan-to-Email Setup?			
Voicemail-to-UACConnect Setup?			
Add Employee to Count-Me In?			