



Steeves & Rozema - all divisions

Computer Access Request Form (Additions, changes, deletions)

Date Required by:	<input type="text"/>	Facility Name:	<input type="text"/>
Employee Name:	<input type="text"/>		
Position:	<input type="text"/>		
if business cards are required - Employee name MUST be the name that will appear on the cards			

Select one of the following options:

☐ Add User ☐ Delete User ☐ Temp Disable ☐ Reactivate ☐ Name/job Change ☐ Modify Access

Temp Disable - used for employees that are leaving for long periods of time but will be returning

Reactivate: used for identifying a user who was temporarily disabled.

Modify Access: For users whose job descriptions have changed and therefore have different software needs.

Add User - Software Requirements: Select all that apply. For JBS and Itchomes - use comments to specify needs

☐ Citrix ☐ PowerPoint ☐ Point Click Care ☐ Yardi 46 ☐ Yardi Voyager ☐ Itchomes.net
☐ Synergy (FSS) ☐ Outlook ☐ Avanti ☐ JBS ☐ CCAC portal ☐ ID Swipe Card

Delete / Temp Disable User - this section only to be completed if person was in an admin level or Head Office position

To Whom should email be redirected? (Provide name)

Name/Job Change: for name changes and job title changes

Previous Name

New Name:

Modify User Access:

Add Access to :

☐ Citrix ☐ PowerPoint ☐ Point Click Care ☐ Yardi 46 ☐ Yardi Voyager ☐ Itchomes.net
☐ Synergy (FSS) ☐ Outlook ☐ Avanti ☐ JBS ☐ CCAC Portal

Remove Access To:

☐ Citrix ☐ PowerPoint ☐ Point Click Care ☐ Yardi 46 ☐ Yardi Voyager ☐ Itchomes.net
☐ Synergy (FSS) ☐ Outlook ☐ Avanti ☐ JBS ☐ CCAC Portal

Additional Notes:

Manager Name: (Please type)

Manager Signature:

Date Approved:

Current Date

All logon information will be emailed to the manager

Revised: Nov 13, 2009