follett
HIGHER EDUCATION GROUP®

Follett
Corporation

Requestor Information

Requestor Name [   ]   Request Date [   ]

Department [   ]   Location [   ]   Extension [   ]

Guest Information

Guest Name [   ]

Company Name [   ]   Follett Location [   ]

Guest's Computer MAC Address [   ]

Start Access Date [   ]   End Access Date [   ]

Business Application Access

Windows Network Account Access   If you terminate Windows Network Account access, complete Section 5.

Windows Network [   ]   Create ID similar to: [   ]

Retail Segment Account Access

Accelerator (efollett) [   ]   [   ]

AP Search Bus Obj [   ]

AssureNet [   ]   Create ID similar to: [   ]

CT Oversight Mgr. [   ]   Indicate Segment, Region or Store Group: [   ]

eFax - Acctg [   ]

eStore Portal [   ]   Create ID similar to: [   ]

Interface Ctrl Totals [   ]

Lawson [   ]   Create ID similar to: [   ]

Mainframe [   ]   Create ID similar to: [   ]

MAPS (Evant) [   ]

MMS [   ]   Create ID similar to: [   ]

Non-BISAC | | Create ID similar to: |

Retail Ideas | | Create ID similar to: |

ReconNet | | Create ID similar to: |

SODA | | | Create ID similar to: |

Wholesale Segment Account Access

Hyperion | |

Kewell-Ship | |

Lawson | | Create ID similar to: |

Mainframe | | Create ID similar to: |

MTC | | Create ID similar to: |

Silvon | |

WOMS | |

Other Account Access

COMS Squared Net | |

Millennium | |

Navistor/TomCatServ | |

TouchPaper | |

WMS | |

Others Not Listed | | Create ID similar to: |

Specify type of account: |

Windows Access

Provide access to specific files and folders.

List files and folders: [   ]

Network Printer Name(s) (closest location): [   ]

Email Access

Email required?   ○ Yes   ○ No

Email Distribution List

Access granted to email distribution lists based on the Permanent Associate's office location for RESTRICTED - FHEG OB, RESTRICTED - FHEG RG and RESTRICTED - FHEG Westmont.

Access to specific email Public folders: [   ]

If more email access is required, specify the access: [   ]

VPN Access

Does the Associate have a high speed Internet connection?   ○ Yes   ○ No   If No, continue with Section 5.

Does the Associate have a Follett-managed Notebook?   ○ Yes   ○ No

○ Associate needs Thin VPN access (see description below)

○ Associate needs Thick VPN access (see description below)

○ Associate does **not** need VPN access

Thin VPN Access: No software is installed. The Associate can connect to Follett's environment from ANY PC that has high-speed Internet access via a website and a Remote Desktop connection. This includes the Associate's home PC or a Follett-managed Notebook. PC work is not performed directly on the Associate's PC. The Associate can access any of the network drives, but may not have access to their Outlook personal email folders.

Thick VPN Access: Software is installed on a Follett-managed Notebook. The Associate can connect to Follett's environment on a Follett-managed Notebook only using an RSASecurID token. Work is performed directly on the Follett-managed Notebook. The Associate has access to all Follett network drives, the local Notebook drive and has access to their Outlook personal email folders.

FHEG and CORP
Guest System Access Request

EIT - Network Administration Use ONLY

Windows Network Account Access

Processed by:		Username:	
Action:		Password:	
		Comments:	

Email Access

Processed by:		Email Address:	
Action:		Comments:	

VPN Access

Processed by:		VPN Type:	
Action:		Group Username:	
		Comments:	

RSA Token Access

Processed by:		RSA Token Number:	
Action:		Comments:	

Guest refers to any non-Follett person (consultant, vendor or guest) who needs to use the Follett network to access the Internet or a Follett system using a non-Follett computer.

Request Schedule

Requests are processed within 24 to 48 hours after the authorized request is received. Charges are made Tuesday through Thursday. In a week when Monday is a holiday, requested are made only on Wednesday and Thursday.

Emergency Requests

Emergency Guest SAR requests require business impact justification. Emergency guest SAR requires approval from the Enterprise Netowkr Services management.

Approval Process

Approval from the Application Business Owner is required to open a port to a system behind a firewall. If you r manager is not the Application Business Owner, have your manager seek approval from the Application Business Owner and forward the approval to CNS with this form.
Approval is also required from EIT management when a port less than 1024 (well-known ports) is being opened at the firewall.