

## Section 1: Associate Information

Associate Type	<input type="text"/>	Effective Date	<input type="text"/>	Employee ID:	<input type="text"/>
Last Name:	<input type="text"/>	First Name:	<input type="text"/>	Middle Initial:	<input type="text"/>
<b>Name Change? List old name above and new name below.</b>					
Last Name:	<input type="text"/>	First Name:	<input type="text"/>	Middle Initial:	<input type="text"/>
Office Location:	<input type="text"/>	Assoc. Phone Ext:	<input type="text"/>	Mgr. Phone Ext:	<input type="text"/>
<b>Account Authorizer</b>	Dept. Manager:		Business Area:		<input type="text"/>

## Section 2: Business Application Access

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

Windows Network	<input type="text"/>	Create ID similar to:	<input type="text"/>
-----------------	----------------------	-----------------------	----------------------

### Retail Segment Account Access

Accelerator (efollett)	<input type="text"/>	<input type="text"/>
AP Search Bus Obj	<input type="text"/>	
AssureNet	<input type="text"/>	Create ID similar to: <input type="text"/>
CT Oversight Mgr.	<input type="text"/>	Indicate Segment, Region or Store Group: <input type="text"/>
eFax - Acctg	<input type="text"/>	
eStore Portal	<input type="text"/>	Create ID similar to: <input type="text"/>
Interface Ctrl Totals	<input type="text"/>	
Lawson	<input type="text"/>	Create ID similar to: <input type="text"/>
Mainframe	<input type="text"/>	Create ID similar to: <input type="text"/>
MAPS (Evant)	<input type="text"/>	
MMS	<input type="text"/>	Create ID similar to: <input type="text"/>
Non-BISAC	<input type="text"/>	Create ID similar to: <input type="text"/>
Retail Ideas	<input type="text"/>	Create ID similar to: <input type="text"/>
ReconNet	<input type="text"/>	Create ID similar to: <input type="text"/>
SODA	<input type="text"/>	Create ID similar to: <input type="text"/>

**Wholesale Segment Account Access**

Hyperion	<input type="text"/>	
Kewell-Ship	<input type="text"/>	
Lawson	<input type="text"/>	Create ID similar to: <input type="text"/>
Mainframe	<input type="text"/>	Create ID similar to: <input type="text"/>
MTC	<input type="text"/>	Create ID similar to: <input type="text"/>
Silvon	<input type="text"/>	
WOMS	<input type="text"/>	

**Other Account Access**

COMS Squared Net	<input type="text"/>	
Millennium	<input type="text"/>	
Navistor/TomCatServ	<input type="text"/>	
TouchPaper	<input type="text"/>	
WMS	<input type="text"/>	
Others Not Listed	<input type="text"/>	Create ID similar to: <input type="text"/>
Specify type of account:		<input type="text"/>

**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:

## Section 3: PC Equipment for the Associate

What type of PC will the Associate use?

Does your department have PC equipment for the Associate?

☐ **Yes** - equipment is being stored by:

Former Associate's Name who used the equipment:

☐ **No** - I need to purchase PC equipment.

**For an FHEG Associate:** If hardware or software is needed, in addition to this SAR, complete a purchase order (POR). Find the POR at <http://quad.fheg.follett.com/technology/HSRequest.cfm>. Send the completed POR to **FHEG HS Request** ([hsrequest@fheg.follett.com](mailto:hsrequest@fheg.follett.com)).

**For a CORP Associate:** Send an email request to **EIT Procurement** ([eitprocurement@follett.com](mailto:eitprocurement@follett.com)).

☐ **No** - I need loaner PC equipment.

**For an FHEG Associate:** Loaner PC equipment is for short term, temporary use only. We cannot guarantee availability of ANY loaner equipment. This SAR and PC equipment request may be delayed if it is determine that the loaner equipment is being used for a permanent, full-time associate, long term temporary associate or consultant for more than two months.

**For a CORP Associate:** Send an email request to **EIT Procurement** ([eitprocurement@follett.com](mailto:eitprocurement@follett.com)).

## Section 4: 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.

## Section 5: Reclaiming Equipment and Recovering Data

If an Associate is being terminated or changing departments, it is the Manager's responsibility to notify Technical Services to reclaim the PC equipment and other devices (such as PDAs, broadband and wireless cards), and to recover or access data.

PC Equipment needs to be reclaimed? ☐ Yes ☐ No If Yes, list the equipment:

Data needs to be recovered or accessed? ☐ Yes ☐ No If Yes, list the types of files. Ex: *Email, My Documents, Word or Excel files, etc.*

If this SAR needs to be forwarded for approval, save it and send via email as an attachment to the appropriate manager. The approving manager can submit the final request to the Technical Services by clicking on the Submit button below.

## EIT - Network Administration Use ONLY

### Windows Network Account Access

Processed by:	<input type="text"/>	Username:	<input type="text"/>
Action:	<input type="text"/>	Password:	<input type="text"/>
		Comments:	<input type="text"/>

### Email Access

Processed by:	<input type="text"/>	Email Address:	<input type="text"/>
Action:	<input type="text"/>	Comments:	<input type="text"/>

### VPN Access

Processed by:	<input type="text"/>	VPN Type:	<input type="text"/>
Action:	<input type="text"/>	Group Username:	<input type="text"/>
		Comments:	<input type="text"/>

### RSA Token Access

Processed by:	<input type="text"/>	RSA Token Number:	<input type="text"/>
Action:	<input type="text"/>	Comments:	<input type="text"/>