User Add/Change Request

Requests are processed during regular business hours: Mon-Fri (excluding Holidays) 7:30AM – 5:30PM
Account changes without computer set up: 24 hours
New Computer Set Up: 3 business days (once computer to be used is received)
Immediate terminations: Call the Service Desk 301-690-4537
Once filled out completely and signed send pdf to support@swiftsystems.com

Today's Date:

ACTION TO BE TAKEN: Add New Employee ☐ Modify Account ☐ Delete Account ☐

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GENERAL ACCOUNT INFORMATION:

Effective Date:

Last Name: First Name:

Company Name:

Title: Department:

Street Address: Manager:

City and State: Phone

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SYSTEM REQUIREMENTS:

Operating System: Windows ☐ Macintosh ☐ Other ☐

Computer Hardware: New ☐ Previously used by:

Network, Email and Printer Access:

Template from existing user: No ☐ Yes ☐ Name of user to be modeled after:

Check the box/boxes of access needed: Email ☐ Network Drives ☐ Remote Access (VPN) ☐

Printer Name & Location (if applicable):

List any special rights or access needed:

Software/Applications (unlicensed software will need to be purchased):

Software/Application Name	Are there licenses available? Yes/No

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AUTHORIZATION:

Requestor's Name **Title:**

Email: **Phone:**

Note: By signing electronically, you are providing authorization to process this request.

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