SUBJECT:		New User Request - IT Form

To be completed by IT Manager, Origional to go on employee file in HR and 1 copy to IT for filling

Employee nr.		
NAME		
FIRSTNAME		
ENTRY DATE		
DATE OF LEAVE		
FUNCTION		
Sex (Female /Male)		
Logins and E-Mail		
E-Mail Address		
MS Server 2012	Username	
	PW	
Internet	Username	
	PW	
Email	Username	
	PW	
PMS (Opera FO)	Username	
	PW	
Cashier	Cashier No.	
	Stock	
Opera Sales & Catering	Username	
	PW	
	Access Level	
Materials Control (FB)	Username	
	PW	
	Access Level	
Accounting	Username	
	PW	
	Access Level	
Human Resources	Username	
	PW	
	Access Level	

I hereby aknowledge that I have understood and agree to fully comply and fulfill the Hotel's Policies and Operating Procedures related to all my user entitlements:

Date & Signature of User

	Enter "X"	
Main Applications	**Yes**	**No**
Access to network	☐	☐
Internet Access	☐	☐
Email Account	☐	☐
Other Applications	**Yes**	**No**
MS-Office	☐	☐
OSM	☐	☐
Opera -Grp	☐	☐
Accounting	☐	☐
Time Management	☐	☐
Credit Card access	☐	☐
EasyRMS /IDEAS	☐	☐
Credit Card access	☐	☐
SAP	☐	☐
McAfee AV	☐	☐
N-User	☐	☐
Groupfolder Access	**Yes**	**No**
Acces to all Groups*	☐	☐
Cader Position	☐	☐
Banqueting	☐	☐
Accounting	☐	☐
F&B	☐	☐
FO	☐	☐
HR	☐	☐
Sales	☐	☐
Marketing	☐	☐
Management	☐	☐
Purchasing	☐	☐
Engineering	☐	☐
IT	☐	☐
Kitchen	☐	☐

Date & Signature of GM or Dept. Head _____

Date & Signature HR _____

Date & Signature IT _____

* If access to all groups, explain why: _____

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