

New Equipment Request Form

Employee Information		Today's Date:	
HCA I.T. will need two weeks to process the new equipment request and account access. Thank you.			
Name:		Start Date:	
ASURITE ID:	(i.e. jsmith1)	ASURITE No.:	
AFFILIATE No.:		Employee's Phone:	
Department:		Location (Room#):	
Manager's Name:		Manager's Phone:	
Manager's Signature:			

Network Access – Account Creation			
(Please check all network accounts needed for your new employee)			
Network	<input type="checkbox"/>	Data/Jack Drop Number in Room:	Other Equipment Needed: (e.g., video camera, audio equipment, scanner, etc.)
VPN	<input type="checkbox"/>		
E-mail	<input type="checkbox"/>	Exchange OUTLOOK <input type="checkbox"/> GMAIL <input type="checkbox"/>	
Desk Phone		New <input type="checkbox"/> Move: <input type="checkbox"/> Voicemail: <input type="checkbox"/> Existing Phone Number: _____	
SOFTWARE Request:		(Additional software purchases will need to be approved by your Unit Director.)	

Equipment		
(Please check all equipment needed)		
PC Windows	Desktop <input type="checkbox"/> Laptop <input type="checkbox"/>	Comments:
Apple Mac:	Desktop <input type="checkbox"/> Laptop <input type="checkbox"/>	Comments:
Printer(s):	<input type="checkbox"/> Type: _____ Model: _____ (We recommend using a network printer. Contact HCA Helpdesk for the location of the nearest printer to you.)	
Cell Phone or PDA:	Justification for a Cell Phone/PDA: <i>(Verizon Wireless is the preferred Service Provider)</i> Dean/Director Signature: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> Charge to Account:	
Other Requests:		

HCA Helpdesk – (480) 965-6911

Fax Number: (480) 727-7510

Email: cfacs@asu.edu

website: <http://helpdesk.hc.asu.edu>

(Please fax or email this form to Herberger College of The Arts – Helpdesk. Thank you!)