

UNION COUNTY COMPUTER SECURITY SHEET FOR NEW EMPLOYEES

Please complete this form for new employees and e-mail it to support@co.union.oh.us

Employee Name:

Start Date:

Position/Department:

Work Location:

Supervisor:

Will this employee need a **Windows network logon** account? ☐ yes ☐ no

- *Default account login will be first initial, then last name. John Smith would be 'jsmith'.*

Please specify a password.

- *Windows network password must be at least 8 characters containing a capital letter and a numeric character*

Will this person require Internet access? ☐ yes ☐ no

- *The Internet login and password is the same as the Windows network login.*
- *This employee must sign the Union County Internet Agreement before using the Internet.*

Will this person require e-mail/**Office 365**? ☐ yes ☐ no

- *Is this employee replacing a departing/departed employee?* ☐ yes ☐ no
- *If so, what is the departing/departed employee's name?*

Will this employee require a **Tyler Munis** budgetary management account (other than time sheet/time entry access)? ☐ yes ☐ no

What department specific software will this employee require?

What department specific hardware will this employee require? ie. printer, scanner, and copier.

When complete e-mail to: <mailto:support@co.union.oh.us>

EMPLOYEE SIGNATURE

ELECTED OFFICIAL / DEPARTMENT HEAD