

**IL Criminal Justice Information Authority**  
**New Employee Computer Setup Worksheet**

**Security Access Request Form**  
 DATE SUBMITTED:

NAME:

Personnel Information			Main Work Location		
Last Name	First Name	MI	Street Address	Floor/Room #	
			300 W. Adams Street	Ste 200	
Phone Number	Fax Number	City	State	Zip Code	
	312-793-8422	Chicago	IL	60606	

Position Information		
Supervisor's Name	Office/Cubicle Number	Beginning / Ending Dates:

User Logon ID	Initial Network Passwords	Dept/Unit	Computer Asset Tag#
	<b>Network:</b>	<b>Email</b>	<b>Monitor:EDP CPU:EDP</b>

Pos. Type:	Permanent	Contractual	Temporary/ Intern	Req Type:	Add	Modify	Transfer	Disable	Delete	Move Data To:
	[ ]	[ ]	[ ]		[ ]	[ ]	[ ]	[ ]	[ ]	
					Date:	Date:	Date:	Date:		

**Resources Requested**

**Please Check Resources Needed:**

<input type="checkbox"/> MS Office Suite	<input type="checkbox"/> VPN Access to ICJIA Network - <b>Date:</b>	Logon Name:
<input type="checkbox"/> Email Access	<input type="checkbox"/> Default Printers :1)	2)
<input type="checkbox"/> Email BYOD	<input type="checkbox"/> 3)	4)
<input type="checkbox"/> Internet Access	<input type="checkbox"/> User Capabilities	
<input type="checkbox"/> SPSS	<input type="checkbox"/> Member of:	
<input type="checkbox"/> Adobe Pro		
<input type="checkbox"/> eGmis	<input type="checkbox"/> User Security Group:	
<input type="checkbox"/> CJDIR	<input type="checkbox"/> Add	
<input type="checkbox"/> BlueZone LoginName_____	<input type="checkbox"/> Delete	
<input type="checkbox"/> JuvRedeploy	<input type="checkbox"/> Home Directory :	Logon Script:
<input type="checkbox"/> Additional Software:	<input type="checkbox"/> Other:	

**Special Instructions**

ISU Support Use Only			
<input type="checkbox"/> LAN User Setup Complete	Initials:	Date: / /	Initial Setup
<input type="checkbox"/> Hardware Setup Complete	Initials:	Date: / /	Modify
<input type="checkbox"/> Email User Setup Complete	Initials:	Date: / /	Disable
<input type="checkbox"/> MS Windows Critical updates Complete	Initials:	Date: / /	Delete
	Initials:	Date: / /	Other

DATE SUBMITTED: