Access Request Form

Employee Information

First Name * _____

Last Name * _____

Email * _____

Job Title * _____

Supervisor * _____

*NOTE: PLEASE VERIFY THE SPELLING OF THE FIRST AND LAST NAME. WHAT IS ENTERED IN THE ABOVE FIELDS WILL BE USED TO SETUP THE EMPLOYEE'S USERNAME AND EMAIL ADDRESS.

Access Request Section

☐ COMPUTER LOGIN ACCOUNT

☐ EMAIL ACCOUNT

☐ PHONE EXT.: _____

☐ DESKTOP COMPUTER:

_____

☐ LAPTOP/SURFACE:

_____

☐ OTHER ACCESS:

_____

_____

SHARE DRIVES:

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

If the above user needs an ID/Access card, please fill out an "Authorization Form".

I, _____ (Print Name) am requesting the above access be granted to the person/employee listed above.

Signature: _____ **Date:** _____

CHEROKEE COUNTY GOVERNMENT