



# Miles College IT Department

Miles College  
5500 Myron Massey Blvd  
Fairfield, AL 35064  
Email: helpdesk@miles.edu  
Helpdesk: 1498

## USER REQUEST FORM

New/ Change/ Delete

Type of Request:  New  Change  Delete

Date Needed By:

Employee Name:

Employee ID:

Department:

Title:

Explain the request in detail:

Hardware Requested:  LAPTOP  PC  OTHER (specify) \_\_\_\_\_

Security Level Access Requested:  ADMINISTRATION  FACULTY  STAFF  STUDENT

Software:  SHAREPOINT  OTHER (specify) \_\_\_\_\_

Work Flow \_\_\_\_\_  OTHER (specify) \_\_\_\_\_

Requested By:

E-mail Address:

Phone (Extension):

Supervisor's Approval Signature: \_\_\_\_\_

## To be filled out by IT Department

Network Username:

Network Password:

E-mail Address:

E-mail Password:

SharePoint Username:

SharePoint Password:

### Internal Use Only

Handled By	Hrs.	Date