**Identification Section:**

**PLEASE NOTE: If you are preparing this form for someone else, please be sure to enter the name, login id, email address, etc. of the person for whom the service is required.**

**To help us assist you better, the following items on the form must be completed:**

Name: Please enter your name.

Department: Please enter your department name.

Phone Number: Please enter the phone number where you can be contacted.

Email Address: Please enter your UWP email address.

Date Submitted: Please enter the date of your submission.

Date Needed: Please enter the date that you desire the service to be completed.

Building and Room Number: Please specify the building and room number where the work is to be performed.

Network/Novell Login ID: Please enter the ID that you use to sign on to the network.

Machine Inventory Number: Please enter the inventory number from the tag located on the top or right hand side of your computer. **NOTE: The tag will either be labeled UW – Parkside Networking or Property of UWP and will contain a bar code and a number which will normally begin with a 5. This is the inventory number.**

What is your role at UW-Parkside: Please select the proper role from the drop down list. If you select other please specify your role.

**Section 1 - Hardware Installation/De-Installation:**

Device Type: Please check the appropriate device from the drop down list, if you have selected printer as a device type, go to the connect type and select the proper type from the drop down list. If have more than one device to be installed, please select one device from the drop down list and list the additional devices in the comments section provided.

Connect Type: Please select local or networked if you have a printer to be installed or NA for all other devices.

Device Make: Please specify the manufacturer of the hardware to be installed.

Device Model: Please specify the model number of the hardware to be installed.

Surplus Computer Wipe Hard Drive: Please place an X in the box provided.

Comments: This section is used to list additional devices if more than one is to be installed.

**Section 2 - Network Installation:**

Network Drop Installation: To request a new network drop installation, please place an X in the box provided and enter the number of jacks desired.

Move Existing Jack: To request a move of an existing jack, please place an X in the box provided and enter the jack number in the space provided. Note: the jack number can be found on the face plate just above the jack.

Jack Activation: To request a network jack activation, please place an X in the box provided and enter the jack number in the space provided. Note: the jack number can be found on the face plate just above the jack.

**Section 3 - Software Installation:**

Please place an X in the appropriate boxes.

**Section 4 - Software Other Than Standard University Supplied & Supported Software:**

Software Purchased: Please select the appropriate item from the drop down list, and list all software to be installed in the area provided.

**Note:** Software other than the standard university supplied & supported software must be evaluated for compatibility with the UWP campus networks and the standard UWP client software suite. You must provide proof of ownership for the software at time of install.

**Section 5 - Training**

Please Specify Your Training Need: Please identify the type of training you desire.

Group or Individual: Please identify the individual or individuals to be trained, if group training is desired, please attach a list of the individual’s names.

Training Needed by: Please provide your desired time frame for the training.

Please Provide Dates of Availability for Training: Please provide the date and times when persons to be trained are available.

**Section 6 - Data Base Refresh:**

Data Base: Please select the data base you desire refreshed from the drop down list provided.

Refresh From: Please select the environment from which the refresh is to be done from the drop down list provided.

Refresh To: Please select the environment (data base) to be refreshed from the provided drop down list.

**Section 7 - Network Server Access:**

For Oracle, Outlook, and F: drive access: Please indicate whether your request is for new or an existing account by placing an X in the appropriate box (es).

For Remote Access (Terminal Server): Please place an X in the box provided.

Please Specify Desired Drive and Folder (IE: I, J:\DATA\PEOPLESO): Please provide the network drive and complete path information for the folder you are requesting access to.

Please Specify Desired Access (read only, read write, or full): Please enter the access rights desired.

Group Rights (make account similar to): If desired, please enter the group rights needed and an example of similar account if known.

Supervisor or “Data Owner” Approval: Written approval of the Data Owner or Supervisor is required. Please have the appropriate person send a supporting email approving access and access rights.

**Section 8 - Organization Accounts:**

Please enter the name of the Organization: Please enter name of organization in the space provided.

Email Account:

Account: Please select the proper item from the drop down list.

Please enter the organization email address in the space provided.

Please enter the name of the email coordinator in the space provided.

Please enter the email address of the email coordinator in the space provided.

Web Account:

Account: Please select the proper item from the drop down list.

Please enter the name of the web coordinator in the space provided.

Please enter the email address of the web coordinator in the space provided.