

USER ACCESS REQUEST

USER NAME: _____
(First Name) *(Last Name)*

POSITION: _____

TERMINAL #: _____ TERMINAL CITY/STATE: _____

NEW USER ACCESS

SET UP EMAIL ADDRESS – standard format is first name.last name
if you wish it to be different than the name above please provide:
_____@aeagle.net
****** DO NOT send passwords over email! ******

WINDOWS USERID/PASSWORD(COMPUTER ACCESS)

ACCESS TO OIS

NEED DISPATCHER INITIALS FOR OIS (FirsMiddleLast) _____

NEED PHONE EXTENSION

TERMINATE USER ACCESS

User is terminated as of _____

Remove OIS access

Remove email address. *** If applicable, reroute emails to:

Requested By: _____

Date: _____ Approved By: _____