



Name of new employee:

Department

eRaider name:

R-Number

Will your employee require access to your sections departmental drives?

Will your employee require access to other departmental drives?

Yes

Yes

No

No

Manager of new employee:

Employee with comparable access:

Required Drives:

Operations_Routing_HR

Operations_Routing_Training

742-4OPS

ATT_Log

BMC_Projects

ODES

ODES_Admin

ODES_Shared

ODPA_Catalog

Operations_Asbestos

Operations_Admin

Operations_AVP

Operations_Administrative_Resources

Operations_BMC

Operations_AVP_Admin

Operations_Business_Services

Operations_Drawing

Operations_Common

Operations_ElectricShop

Operations_ElevatorLogs

Operations_Energy_Management

Operations_EngSvcConstReview

Operations_Financials

Operations_Fleet_Management

Operations_Grounds

Operations_Grounds_Admin

Operations_ISAdmin

Operations_ITAdmin

Operations_Logs

Operations_MailTECH

Operations_Marketing

Operations_ODPA

Operations_Procurement

Operations_RSS

Operations_Services

Operations_Services_Admin

Operations_SignShop

Operations_Uilities

Operations_Uilities_Admin

Operations_Uilities_Cost_Analysis

Shortcuts Needed:

Other Information Needed: