

PLYMOUTH ARENA



IT USER FORM

**ICONIC.
INDEPENDENT.
YOURS.**

To have a new user set-up or to remove a leaver, please complete this form outlining the details of the person's access rights.

EMPLOYEE INFORMATION

Employee Full Name	
Line Manager	
Position	
Department	
Location/Site	Plymouth Arena
Mob/Tel	
Start Date (if applicable)	
Leaving Date (if applicable)	

SHARED DRIVES REQUIRED

Please give access to the following drives that are ticked

Admin	<input type="checkbox"/>	Events	<input type="checkbox"/>	House Officers	<input type="checkbox"/>
Artifax	<input type="checkbox"/>	Marketing	<input type="checkbox"/>	Other (please list)	<input type="checkbox"/>
Box Office	<input type="checkbox"/>	HR	<input type="checkbox"/>		<input type="checkbox"/>

SHARED EMAIL INBOXES REQUIRED

Please give access to the following drives that are ticked

Enquiries & Press Enq	<input type="checkbox"/>	Events	<input type="checkbox"/>	Recruitment	<input type="checkbox"/>
PA/PP Box Office	<input type="checkbox"/>	Memberships	<input type="checkbox"/>	Other (please list)	<input type="checkbox"/>
Marketing	<input type="checkbox"/>	Data Protection	<input type="checkbox"/>		<input type="checkbox"/>

SHARED EMAIL DISTRIBUTION LISTS

PP-All-Users	<input type="checkbox"/>	Events Info	<input type="checkbox"/>	Other	<input type="checkbox"/>
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PROGRAMS REQUIRED

Please give access to the following programs that are ticked

Artifax	<input type="checkbox"/>	Ticketek (Insights/Client Hub)	<input type="checkbox"/>		<input type="checkbox"/>
Microsoft Office	<input type="checkbox"/>	Other (please list)	<input type="checkbox"/>		<input type="checkbox"/>
Microsoft Outlook	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

ADDITIONAL EQUIPMENT REQUIRED

Please provide the following

PC	<input type="checkbox"/>	Mouse	<input type="checkbox"/>		<input type="checkbox"/>
Monitor	<input type="checkbox"/>	Keyboard	<input type="checkbox"/>		<input type="checkbox"/>
Phone	<input type="checkbox"/>	Other (please list)	<input type="checkbox"/>		<input type="checkbox"/>

LEAVERS ONLY

Forwarding Internal E-mail Address	
Email groups the user is to be removed from	
Emails / Files to be saved	
Date for emails / files to be deleted	
Automatic reply required on e-mails	

HoD's need to notify the ITEC/Xerox Networks in advance of any new joiners/leavers to allow IT to create/remove user accounts, the IT facilities they are able to authorise are as follows:

- a) Access to their own shared drives
- b) Creation of emails/user accounts
- c) Password resets
- d) Upon the new user joining it is your responsibility to ensure they have read and understood the IT policy.

Managers Signature & Date		___ / ___ / ____
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