

On-boarding Request Form

Please fill out the information below and submit to ABS for each new employee.

End User Information	
Name	
Site	
Department	
Start Date	
Permissions Mirrored after:	<i>Provide an existing user to clone permissions from</i>

Technical Information	
Workstation Model	
Peripheral Devices needed (Monitors, Keyboard, mouse, etc.)	
Printers Required	
Desk Setup needed?	<i>Yes/No</i>
Desk Location (2 nd floor, 1 st floor)	
Additional Notes/Requests	