Employee Campus Set-Up and Notification System

_____   _____
(Employee's Full Name)   _(Position Title)_

_____   _____ _____
(Employee's Preferred Name)   _(Building)_   _(Room Number)_

Department: _____

Supervisor: _____

Supervisor Extension: _____

Date Set-Up Effective: _____

Step One:
IS Department: (Route form electronically to TCHelp@tusculum.edu)

- Email Account using preferred name?   ___YES   ___NO
- TCNet   ___YES   ___NO
- EMAS (Prior approval from M. Ripley required)   ___YES   ___NO
- Sakai   ___YES   ___NO
- Hardware Needed?   ___YES   ___NO
  - Description: _____
- Office Phone
  - Do you have existing phone?   ___YES   ___NO
  - Extension: _____
  - Previous Operator: _____
- Cell Phone
  - Do you have existing phone?   ___YES   ___NO
  - Number: _____
  - Previous Operator: _____

Additional Comments for IS: _____

_____

Step Two following IS:
Webmaster: (Route form electronically to webmaster@tusculum.edu)

- Add to website directory
  - Employee Title: ___ Dr.   ___ Mr.   ___ Ms.   ___ Mrs.

  - Campus Office PO Box: _____

Facilities: (Route form electronically to tcwork@tusculum.edu)

- Proposed Office Location: Building: _____   Room Number: _____
  Furniture Needed?   ___YES   ___ NO
  - Type: _____
- Keys Needed?   ___YES   ___ NO
  - Locations: _____

Switchboard: (Route form electronically to switchboard@tusculum.edu)

- Update phone directory & Pioneer Alert
  - Employee Extension/Notes: _____