



NETWORK ACCESS REQUEST FORM

Please complete this form, in its entirety, and return to the address listed below.
Failure to do so may result in delay of your request.

Mail To: Department of Mental Health
Chief Information Office
Attn: Network Operations Unit
695 S. Vermont Ave., 7th Fl.
Los Angeles, CA 90005
(213) 351-1335

REQUEST TYPE

Effective Date	<input type="checkbox"/> Create New User	<input type="checkbox"/> Delete User	<input type="checkbox"/> Data Access	<input type="checkbox"/> Account Extension	<input type="checkbox"/> * Other
<input type="checkbox"/> Name change	<input type="checkbox"/> Transfer	From	To		
*Other; if additional space is required, please attached a separate sheet including justification					

EMPLOYEE STATUS

<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Termination	Date of Termination	
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EMPLOYEE INFORMATION

Employee No./ Contract Staff ID.					
Last Name			First Name		M.I.
Last 4 Digits of SSN	Day of Birth	Phone Number			
Facility / Bureau Name					MHSA <input type="checkbox"/>
Address			City	Zip Code	

CONTACT PERSON INFORMATION

Contact Person	Phone Number	Bureau Name			
Address		City	Zip Code		

DATA ACCESS RESOURCES

<input type="checkbox"/> Check For Resource Creation	Folder/Mailbox Name: _____				
<input type="checkbox"/> Add	Security/Distribution Group				
(List user names only, provide additional sheet if more space is needed)					
<input type="checkbox"/> Remove					
Network Resource Permissions	(Shared/Unit Folders) <input type="checkbox"/> Read <input type="checkbox"/> Modify	Public Folder Access	<input type="checkbox"/> Reviewer	<input type="checkbox"/> Editor	<input type="checkbox"/> Calendar

SIGNATURE

Signature of Division Chief Level or above	Signer Print Name	Date
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FOR C.I.O.B USE ONLY:

User ID	HEAT Call Ticket	Date Entered	Date Received
Network Technician	Remarks	Date Completed	

Should you have any problems completing this form, please contact the Help Desk at (213) 351-1335.

Revised 8/18/09

This form may also be accessed on the DMHWeb page under the forms tab.