

The Alaska Club Computer Network Logon Request Form

(Revision 1/26/2023)

This form should be completed by the manager at the time of hire and submitted as part of the new hire paperwork. Once all of the new hire or job change paperwork has been received by the HR Team, this form will be submitted to the IT Team and they will create or modify the user account.

* PLEASE PRINT CLEARLY

First Name:

Last Name:

DOB:

Position Title:

Phone Ext:

Department:

Who is this
person replacing?:

Will they need the same
access rights/permissions?:

☐

Yes

☐

No

(Place a "X" in the appropriate boxes)

☐

East

☐

Eagle River

☐

Studio

☐

Juneau Valley

☐

Fairbanks

Primary Location:

☐

West

☐

Club For Women

☐

Downtown

☐

Juneau Downtown

☐

Fly Fairbanks

☐

South

☐

The Summit

☐

Wasilla

☐

Fly Wasilla

Requested Applications:

☐

Email

☐

CSI

☐

LaserFiche

☐

MS Office

☐

Oaisys

☐

Other:

Requested Groups:

☐

EMT

☐

Executive

☐

Membership

☐

Personal Trainers

☐

Fly

☐

Other:

Shared Drive
Access:

☐

Accounting

☐

Hold Comm

☐

Security

☐

Scans/Xerox

☐

AFE

☐

Camp

☐

Fitness

☐

Inventory

☐

South Mgmt

☐

Membership

☐

Tennis

☐

Fly/Fly Ops

☐

Fitness Mgmt

☐

Front Desk

☐

Valley Mgmt

☐

Juneau Mgmt

☐

Other:

☐

Fairbanks Mgmt

☐

Operations

Name of Requesting Manager:

Signature of Requesting Manager:

Final Approval (H. R. Use Only):

ADP Employee Number:

(This area to be used by computer network administrator only!!!)

Date Account Created:

Account Created By:

User ID:

Password:

Email Address:

@TheAlaskaClub.com

Phone Code:

Notes:

☐

Home Folder

☐

Email Box

☐

MITEL

☐

Drive Access

☐

Oaisys

☐

MFA/Ninjo

☐

BRIVO

☐

Notified Manager