

New Employee Technology Request

Please fill out and email to helpdesk@osuokc.edu

Employee Name:

CWID:

Department:

Start Date:

Position Type: Staff Faculty Student Worker Temp/Other

Okey Account

I.T. is unable to proceed with new employee setup until the employee has an active Okey account.

Okey Activated: Yes No

Okey Username:

Okey Email Address: _____@okstate.edu

OSU-OKC Domain Account

If user has activated their Okey Account, please have them visit <https://support.osuokc.edu> and login with their Okey information. Click enable in the bottom right corner, enter a password, and click Button to save. This will allow them to login to most computers on the OSU-OKC Campus. This step is required before any access can be granted.

Support Site Enabled: Yes No

Office Set-Up

All furniture needs must be coordinated through the Finance & Operations Office.

Building:

Room:

Phone Set-Up

For a New Extension please enter New. For a shared extension that is already setup please leave this section blank.

Phone Extension:

Voicemail: Yes No

Banner Access

OSU-OKC I.T. does not grant access to Banner. Please visit https://app.it.okstate.edu/access_request/ to create a Banner Access Request with Stillwater.

Shared Drives

If requesting access to only a subfolder please include full path (example W:\GroupName\StudentWorkers\JanesWork).

W: Drive Folders:

Access Requested: Read & Write Read Only

Sharepoint

Please provide links to any SharePoint Sites your new employee will need access to (example: <http://sharepoint/sites/myoffice>).

AppXtender

Manual AppExtender Setup

AppExtender Database:

Folders:

Access Requested: Scan & View View Only

Alternative AppExtender Setup **Leave above blank**

Same As Employee:

Shared Email Inboxes

Inbox Name:

Other

Please list any other requirements.