

# Computing Service Request Form

San Diego City College

Use for account requests and installations of software and hardware only.

Required fields are marked with an asterisk (\*). Please print unless otherwise indicated.

WO#:

(Work Order Number)

\*Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ \*Phone: \_\_\_\_\_

\*Date Needed : \_\_\_\_\_ \*Bldg/Room : \_\_\_\_\_

## Type of Account Request

(Check all that apply)

**New Account**

\*Full Name : \_\_\_\_\_

Contract     Adjunct     Classified Hourly  
(business necessity only)

\*Access rights similar to \_\_\_\_\_

**\*Type of Access Needed for New Account**

(Check all that apply)

- email only (active assignment required)
- Network (email incl.—active assignment required)
- Dial-in access only
- Other : \_\_\_\_\_

**Transfer Account**

\*Current Login Name: \_\_\_\_\_

**Internet Account Only**

**Delete Account** Please verify this is NOT a transfer

\*Initial "No longer on paid status": \_\_\_\_\_

## Software Installation Request

Please note:

- Software must be the original licensed version only.
- Duplicates and illegal copies will not be loaded.
- Personal software license must first be transferred to the District via a gift form.

Software Title: \_\_\_\_\_

Company (i.e. Adobe): \_\_\_\_\_

Version Number: \_\_\_\_\_

## Hardware Installation Request

Hardware must be District-owned equipment.

Description of item to be installed (check all that apply):

- CPU
- Monitor
- Printer
- Network connection ("drop")
- Other: \_\_\_\_\_

## Special instructions (please be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Appropriate signatures:

\*Supervisor signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*Dep't Chair signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*Dean signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*Vice President, Administrative Services \_\_\_\_\_ Date: \_\_\_\_\_

(approval signature)

Please return this form to Business Services in A-105.