



The collection, use and disclosure of personal information is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

INITIATED BY:	INITIATOR'S PHONE:	<input type="checkbox"/> HIRE <input type="checkbox"/> EXIT
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Instructions:

- Complete Service Request form along with Manager's approval and forward original to SDSI Support
- Originating Branch / Office Administrator should coordinate with SDSI Support, provide notification when arrangements are complete, and keep copies of all documentation on file.
- SDSI Support will notify the Branch / Office Administrator within 7 working days when the Service Request is complete.

SUMMARY OF SERVICES REQUESTED:

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Victoria | <input type="checkbox"/> Employee |
| <input type="checkbox"/> Vancouver | <input type="checkbox"/> Contractor (if contractor, ensure submission of Contract Initiation Form) |
| <input type="checkbox"/> Off-site | |

SURNAME	GIVEN NAME	INITIAL
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EFFECTIVE DATE (YYYY MM DD)	END DATE (YYYY MM DD)
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SUPERVISOR AND/OR CONTRACT MANAGER	PHONE
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WORKSTATION

DESKTOP PC SN #	LAPTOP SN#	SPANDIAL ID	CITRIX ID	<input type="checkbox"/> ISSUED
				<input type="checkbox"/> RETURNED
SPECIAL SOFTWARE				
<input type="checkbox"/> MICROSOFT PROJECT <input type="checkbox"/> VISIO <input type="checkbox"/> WINZIP <input type="checkbox"/> OTHER				
<input type="checkbox"/> INSTALL (PROVIDE BUSINESS CASE FOR EACH, FOR SPENDING AUTHORITY APPROVAL) <input type="checkbox"/> REMOVE				

OUTLOOK / E-MAIL

BC GOVERNMENT E-MAIL, IF ISSUED WRITE COMPLETE ADDRESS (e.g., mary.smith@gov.bc.ca)

MINISTRY BRANCH	PROGRAM AREA
POSITION TITLE	SDSI PHONE / CELL NUMBER
OFFICE STREET ADDRESS	RESPONSIBILITY CENTRE



LAN / SYSTEMS

Need new IDIR account

IDIR account previously issued

USERNAME	MINISTRY THAT OWNS ACCOUNT	MODEL (USERNAME) FOR SDSI LAN PROFILE
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<input type="checkbox"/> CANCEL SDSI ACCESS (SEND PRIORITY EMAIL TO SDSI SUPPORT)	<input type="checkbox"/> CANCEL GOVERNMENT OF BC ACCESS (SEND PRIORITY EMAIL TO SDSI SUPPORT)
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SPECIAL SECURITY REQUIREMENTS (e.g., access to Drives/Folders to be added or removed, per Manager):

ACCESS TO MEIA SYSTEMS (e.g., MIS/MVAS, VMAPPs, CHIPS, Spandial, CAS Oracle, other- describe/list):

TRAINING (describe/list requirements):

SERVICE REQUEST APPROVAL

BY AUTHORITY OF (MANAGER):	RESPONSIBILITY CODE	DATE SIGNED (YYYY MM DD)
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PHONE

VOICE MAIL	<input type="checkbox"/> VOICEMAIL REQUIRED (USER INSTRUCTIONS HERE)	<input type="checkbox"/> PASSCODE RESET	<input type="checkbox"/> REMOVE
CELL PHONE #			
<input type="checkbox"/> ISSUED	<input type="checkbox"/> RETURNED	DATE (YYYY MMM DD)	SER #
		<input type="checkbox"/> NOTIFIED LOANER TO COORDINATE RETURN	DATE (YYYY MMM DD)
PAGER #			

SECURITY

ACCESS CARDS #	ISSUED DATE (YYYY MM DD)	RETURNED DATE (YYYY MM DD)
KEYS (DESCRIBE)	ISSUED DATE (YYYY MM DD)	RETURNED DATE (YYYY MM DD)
SECURITY CODES (DESCRIBE)	ISSUED DATE	
TAXI CARD #	ISSUED DATE (YYYY MM DD)	RETURNED DATE (YYYY MM DD)

ADDITIONAL TECHNOLOGY (e.g., digital camera, PDA, Blackberry)

DESCRIBE	ISSUED DATE (YYYY MM DD)	RETURNED DATE (YYYY MM DD)
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ADDITIONAL INFORMATION

ORIGINATOR SIGNATURE	ADDED TO STAFF / CONTRACTOR FILE ON DATE (YYYY MMM DD)
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