New User Network & Mail Account Request Form

☐ **New User Account** ☐ **User Relocating**

Please provide the following information for new employees so that we can take the necessary action to set up their accounts.

Please allow five working days prior to the employee arrival to ensure that we have sufficient time to process this request.

Employee Information

First Name: _____
Middle Name: _____
Last Name: _____
Federal or Contract Staff: _____
Address: _____ Building:
City: _____ State: _____ Zip: _____

Organization Information

Office Code: _____
Org. Code: _____
Branch/Routing Code: _____
Manager: _____
Workstation: _____
Phone number & ext.: _____

Other Network Information

Other Special Groups: _____

Other Mail Information

Add to the following mailing list:
NWS HQ _____
NWS HQ _____
NWS HQ _____

Employee has existing mail account. Please transfer account from: _____

Requestor Information

Name: _____
Workstation: _____
Phone: _____ Extension: _____

Account Information

User Name: _____

Mail Address: _____

Network Completion

Date Received: _____

Date Completed: _____

Completed By: _____

Mail Completion

Date Received: _____

Date Completed: _____

Completed By: _____