Warwickshire County Council

Working for Warwickshire

New Starter Form (Network ID, Google and ESCR)

Submitted by (Authorised Requestor):			
Date:		**Tel:**	

Please make sure the user's name is spelt correctly, as to change it is more work intensive than the initial creation. Also give the name they wish to be known by – e.g. does Rebecca wish to be known as Becky?

User				
Name:		**Position:**		
Line Manager:		**Tel:**		
Office Address:				
Directorate:		**Cost Centre**	**Code**	**Detail**
Business Unit:		**Printing:**		
Service/Team:		**Google:**		
Start Date:				

In order for us to ensure our records are kept up to date please ensure the above sections are completed in full

Previous Employee (Y/N):	
Student Placement (Y/N):	
Placement End Date:	
WCC Employee (Y/N):	
Partnership Worker (Please give details):	
External Contractor (Y/N):	
Other (Please give details):	

Network Access (File/Folder Access)	
Business Unit (BU):	
Additional Access:	
ESCR Access (A/C/EH/ACE):	
Notes:	

Google Account	
Google Account Required (Y/N):	
Please state which domain is required (@warwickshire.gov.uk, @aceadoption.com, @educaterers.co.uk):	
Google Groups Required:	
Notes:	

If the new starter is a Student Placement or Work experience they will need to sign the code of conduct form.

Please fill all areas of the form, if any information is incorrect or missing the request may be closed and will need to be raised again. Please note it can take up to 5 working days for any requests to Access Management once ICT receive a request, so please log your request within a timely manner.

If your new starter requires Mosaic Access, please see the guidance in the following link: https://i.warwickshire.gov.uk/content/new-user-or-amendment/new-user-or-amendment