

INFORMATION TECHNOLOGY (IT) RESOURCE REQUEST FOR A FOREIGN NATIONAL

Date:

Name (Last, First, MI)		ID Card/Passport Number:	
Location Information	Bldg. #:	Room #/Cubicle #:	Phone:
Type of Exchange Program:			
Expiration Date of Exchange Agreement:			
Sponsoring Activity:			
Contact Officer's Name:		Phone:	
Identify Network Resources Required: <i>(i.e., e-mail, name of share folders, web sites, WingSpan, FIST or any other corporate application, remote access (need justification), etc.)</i>			
Identify Network Devices Required: <i>(i.e., name of network printers, scanners, servers, etc.)</i>			
Identify Hardware: Property Number: Make/Model/Type: Hard Drive Size to Include Available Space: RAM: Identify Any Peripherals Attached (i.e., jazz drive):			
List Software Packages Currently on Computer: <i>(i.e., NT or WIN 95/98, MS Word, Excel, etc.)</i>			
Contact Officer's Signature:			
Security (7.4) Agreement:			
FOR IMD USE ONLY			
Account Name:			
Static IP Assigned:		Gateway IP:	
NT Log-on & Restrictions Set as Per Above Requirements (Name and Date Completed):			
Auto Signature Block Configured for ID (Name, Country Represented, Sponsoring Activity) (Name and Date Completed):			
Accounts Set to Expire on Above Expiration Date (Name and Date Completed):			

**** PRIVACY ACT SENSITIVE - FOR OFFICIAL USE ONLY ****