



# City of Campbell River Information Services Department

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## Add New Client Form

**NOTE:** 4 working days notice is required to add a new user to the network

<b>Employee First and Last Name:</b>	
<b>Permanent Staff:</b>	<b>If no, length of term:</b>
<b>Department:</b>	<b>Location:</b>
<b>Does this user require a new PC?</b>	<b>If yes, provide GL for charges:</b>
<b>Will user be using existing PC?</b>	<b>PC Name:</b>
<b>Telephone number:</b>	<b>Position:</b>
<b>Does this user require a BlackBerry?</b>	<b>Start Date:</b>

Applications Required – Please indicate which of the following applications will be required	
CLASS Registration Cartegraph ESRI AutoDesk	Indicate licence info or supply GL code for the following: MS Project MS Visio Adobe Acrobat Standard Adobe Acrobat Pro  Other (please indicate):  GL Code:
<b>Outlook Distribution Groups :</b>	
<b>Network Drives the user will need access to:</b>	
<b>Managers Name:</b>	<b>Phone:</b>
<b>NOTE: FORM MUST BE SUBMITTED BY A MANAGERS EMAIL ONLY</b> Forms not submitted by a manager will delay computer access	