**INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICES**

## CHECK-IN FORM FOR NEW STAFF MEMBERS

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| (1) Personal details: |
| **Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Department/Office/Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Index no \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Contract Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contract Expiry Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Office Location \_\_\_\_\_\_\_\_\_\_\_\_**  **Select Staff Type : STAFF MEMBER ☐ INTERN ☐ CONSULTANT ☐ UNV ☐ OTHER (***Specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **(2) Computer details:** |
| **Make/Model \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inventory number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **PMU number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MAC address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **If shared PC, please indicate location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| (3) SERVICES TO PROVISION: |
| **Network account Yes ☐ No ☐ Email account Yes ☐ No ☐**  **Network Printer to connect user Make/Model \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Access to shared folder(s) (give full path and access required [Read Only or Read/Write] ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **Specify name and address of mail-in database(s) (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Specify address of lotus notes group(s) and/or mailing list(s) (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **New mobile number ☐ if old, specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **BlackBerry Services ☐ Lotus Notes Traveller ☐**  **New phone extension ☐ if old, specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Allow to place: Only Internal calls ☐ Local Call ☐ National Call ☐ International Call ☐**  **BAC to charge if new phone line \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name of e-Bill supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name of e-Leave supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Contact person to follow up on setup \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **(4) SERVICES WHICH require APPROVAL:** |
| **IMIS Account should be requested through UNON’s application portal application [LINK]**  **Approving Officer’s Name/Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BAC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Citrix Account ☐ VPN Account ☐ Webex host rights ☐ Desktop to desktop Videoconference ☐ SoftPhone ☐**  **Personal Printer ☐ Make/Model \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personal Scanner ☐ Make/Model \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Device Mobility ☐**  **Submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_** |
| PLEASE FILL THIS FORM AND EMAIL TO [**ICTS.Servicedesk@unon.org**](mailto:ICTS.Servicedesk@unon.org) FOR FURTHER QUESTIONS, CALL Phone:+254-20-76 26065, Cell: +254-722207915/734330030 |