Office of Technology
Carson College of Business
Washington State University

Permission Modification Request

General

EMPLOYEE NAME:	EMPLOYEE TITLE:
EMPLOYEE NETWORK ID:	EMPLOYEE ROOM NUMBER:
EMPLOYEE COMPUTER NAME: CB_____	EMPLOYEE PHONE NUMBER: 5-_____

Network

NETWORKED PRINTER(S):

List the printer's network name only (e.g. "Todd 570 HP" or "Todd 126", not "Dean's Office")

SHARED DRIVE(S):

List the drive's network name, not the local drive letter (e.g. "CCB_Advising", "CCB_Development", etc.)

SHARED MAILBOX(ES) AND/OR CALENDAR(S):

Please list the mailbox name as displayed in Outlook (e.g. "CB Help Desk Mailbox") or its email address (e.g. cb.help@wsu.edu)

Doors

WSU ID (CougarCard) NUMBER:

ROOMS TO BE GRANTED ACCESS TO:

Phones

PHONE MAC ADDRESS: __:__:__:__:__:__ *(Press the phone's "gear" button, then "3", then press the down arrow to highlight "MAC Address")*	"PRIMARY" PHONE NUMBER: *(Listed in the top-right corner of the phone's main screen – last 4 digits only, please)* 5-_____

LINES TO ADD (5####):

LONG DISTANCE? ◯ YES ◯ NO	LONG DIST. WITHOUT A CODE? ◯ YES ◯ NO

ASSOCIATED BUDGET CODE:

Other

Any requests not addressed above can be listed here.

Signature

APPROVAL AUTHORITY SIGNATURE: *(Typed name accepted as signature)*	DATE:
AUTHORITY PRINTED NAME:	DEPARTMENT:
AUTHORITY EMAIL ADDRESS:	AUTHORITY PHONE NUMBER: 5-

Submit completed forms to https://cbhelp.business.wsu.edu (Select "Log into the Helpdesk", then "Create one here", then "Make a request", then "Permission Request"), or by email to cb.help@wsu.edu. Please allow up to 48 hours for processing.