



# Cedarville United Methodist Church

## REQUEST TO ADD/UPDATE/TERMINATE USER ACCOUNT

**New User**

**Update User**

**Terminate User**

**To be completed by person giving authorization**

Requested By:	Date of Request:
Title:	Phone Number:
Email Address:	

**To be completed by New/Updated User or by authorized personnel.**

✓	REQUIRED	Please add required information
	User's First Name	
	User's Last Name	
	Job role / function	
	Access Level <i>Check as appropriate</i>	<input type="checkbox"/> Network Access Credentials <input type="checkbox"/> CUMC Email Address <input type="checkbox"/> CUMC Email forward <input type="checkbox"/> Email Distribution List <input type="checkbox"/> CUMC Website Editing <input type="checkbox"/> CUMC Website Administration <input type="checkbox"/> CMS Fund Accounting <input type="checkbox"/> CMS People Products <input type="checkbox"/> VPN Remote Access
	Mapped Storage Drives	SALT      FINANCE      YOUTH      PHOTOS STAFF      OTHER _____
	User's Contact Phone Number	
	User's Contact Email	

**To be completed by Network Administration Team**

Request received on \_\_\_\_\_ Completed by (name ) \_\_\_\_\_  
 Date of activation \_\_\_\_\_ AUP Received and Filed \_\_\_\_\_

	Username	Password
<b>Network Login</b>		
<b>Website Login</b>		
<b>CMS Login</b>		
<b>Webmail Login</b>		
<b>Phone Extension</b>		