Guggenheim MUSEUM
staff intranet

Logout

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User Menu

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Staff Logged in

- Jessica Ludwig
- Josh Meehan

New/Change User Form

Request: *	☐ New Hire ☐ Change
Name of user(s): *	[_____] You can now enter multiple user names, each separated by a comma. All users will have the same settings and rights that you specify in the form.
Supervisor / Manager Name:	[_____]
If name change, old name here:	[_____]
Department: *	please select
Start Date *	mm/dd/yy
Status *	○ regular staff ○ intern ○ temporary staff ○ contractor ○ volunteer
End Date (required for all but regular staff)	mm/dd/yy
Office Location *	please select
New User Title *	[_____]
New Phone / Extension Required *	⦿ yes ○ no
Exisiting Desk Phone Number (if known)	[_____]
Application Access	☐ FRX ☐ VISTA ☐ Media Beacon ☐ 360 Facility (technician access)
Great Plains Access	No Access (default)
Raiser's Edge Access	No Access (default)
RE Access Explained	Click Here
TMS Access	No Access (default)
TMS Access Explained	Click Here
Retail.Net Access (back office access)	No Access (default)
Retail.Net Recieving Access	○ Yes ○ No
Retail.Net (cashier at:)	☐ Warehouse ☐ Main ☐ 6th Floor ☐ Pub Archive/Trade Sales ☐ DMs ☐ Consignments ☐ Bulk Publications
Access to Shared drives	[_____]
Will this user require an email box ? *	⦿ yes ○ no

Additional Email		If the user is granted access to additional email please indicate the mailbox(s) below.
Other Email *	⦿ yes ○ no	Will this user need to send to and receive email from people outside of the organization?
Public Folders		Please indicate any Public Folders (such as shared calendars or shared contacts) that the new user will need access to:
Special Considerations		Special Considerations (if any), Specific applications(if any), departmental email distribution lists (if any):
Your Name	Josh Meehan	
Your email address *	jmeehan@GUGGENHEI	
Send Request :	Submit Form	

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