



# Computer Access Request Form



Please email completed form to: [HelpDesk@MiamiCountyOhio.gov](mailto:HelpDesk@MiamiCountyOhio.gov)

A work order will automatically be generated.

Requests will only be accepted from the Elected Official, Department Head or Supervisor.

New User:

Remove User:

Change User:

## User Information:

Full Legal Name (Including Middle Initial):	
Name on Badge / Accounts (if different):	
Department / Agency:	Title:
Employee Start Date:	Employee Termination Date:

## Access Needed:

All users will be assigned network logon accounts and email addresses by default.

Items marked with (\*) requires additional paperwork.

Phone: Extension:	Voicemail Only:	Cameras:	VPN/Remote:	Spillman*:
Shared Calendars: Name:	MUNIS Accounting: Self-Service Portal:	Courtview:	Henschen:	MVP:
MFP/Copier Scan-to-Folder: Name of Unit #:	JAVS:	CivicPlus / Website:	AutoCAD:	
WatchGuard: Permission Level:	Other (specify):			

Elected Official / Department Head / Supervisor's Signature

Date

### For IT Use Only

Employee ID#:	Network Logon Name:	Initial Password:
Phone Extension / PIN:	Email Address:	Badge Issued:
Other Usernames/Passwords:		

**All Miami County Office employees are hereby notified that all Internet and E-Mail activity may be considered public record.**

All email communication should be used for work related purposes only. Personal communication via Miami County email should be avoided.

Precaution should be taken when using E-Mail and online services, such as not opening E-Mail and/or E-Mail attachments from an unfamiliar source, and refraining from downloading any executable versions of programs and the like. This will help to reduce the possibility of damage to PCs and downtime cause by viruses.