

COMPUTER ACCESS FORM

**See reverse side for an Explanation of Terms*

Team Member's Status: ☐ New ☐ Transfer ☐ Temp ☐ Contract

PLEASE PRINT CLEARLY

Team Member's Name (First, Middle, Last)		Ext. #	Grid #/Location	Team Member's Start Date
Team Member Number	Last 4 Digits of Social Security #: (Required for Global Access)	Business Unit (check one) <input type="checkbox"/> 01 – Manufacturing <input type="checkbox"/> 04 – Vanderbilt Mortgage <input type="checkbox"/> 02 – Retail <input type="checkbox"/> 05 – HomeFirst Agency <input type="checkbox"/> 03 – Subdivisions <input type="checkbox"/> 09 – Corporate		
Team Member's Job Title				
Reporting Supervisor's Name				
COMPUTER REQUIREMENTS, SOFTWARE AND ACCESS				
HARDWARE REQUIREMENTS: <input type="checkbox"/> Standard Desktop <input type="checkbox"/> Standard Laptop <input type="checkbox"/> Laptop Dock <input type="checkbox"/> Dual Monitors <input type="checkbox"/> Use Existing Hardware (MFG plants only) <input type="checkbox"/> Other (specify below) _____		ACCOUNTS: (Check all that are required) <input type="checkbox"/> AS400 CMHI <input type="checkbox"/> Link <input type="checkbox"/> Infinium <input type="checkbox"/> Call Monitoring <input type="checkbox"/> Sharepoint <input type="checkbox"/> Imaging <input type="checkbox"/> Network <input type="checkbox"/> Symposium <input type="checkbox"/> KRONOS <input type="checkbox"/> IGPS <input type="checkbox"/> AS400 CMHMFG <input type="checkbox"/> RightFax # _____ <input type="checkbox"/> Global (Requires Company Officer Approval) <input type="checkbox"/> Sequel Viewpoint (Requires approval) _____ Company Officer's Approval		
DATE TO TERMINATE ACCESS: (Required For Contractors and Vendors)				
ADDITIONAL SOFTWARE REQUIREMENTS (Requires Company Officer Approval) NOTE: Computers are delivered with all the basic software a team member needs to begin working. If the team member needs Adobe Acrobat, please check what is required below and be sure to get approval from a Company Officer. Adobe: <input type="checkbox"/> Reader (View Only) - Free <input type="checkbox"/> Standard (Create, edit, merge & sign PDF docs) - \$261 <input type="checkbox"/> Professional (Same as Standard + extra tools to edit text & images, convert PDFs to editable Microsoft Office, add fillable form fields & multi-media content to PDF documents) - \$392				
Additional Information (Specify Network access, link access, distribution lists membership, AS400 access, and extra hardware/software needs)				

Manager's Signature

Extension

Company Officer's Printed Name (Required for Additional Software & Global Account)

Company Officer's Signature (Required for Additional Software & Global Account)

Date

COMPUTER ACCESS FORM

Explanation of Terms

TEAM MEMBER'S STATUS

NewUse for new team members.
TransferUse to add programs/options when a team member transfers into your
Department. TempUse whenever a temporary team member needs computer access.
ContractorUse whenever a team member is hired & paid through a contract company.

COMPUTER REQUIREMENTS, SOFTWARE AND ACCESS

Global.....Global Accounting System (*Access requires Company Officer Approval*)
ImagingAccess to a repository of original documents (i.e., loan documents, A/P invoices,
deck sheets, etc.)
Infinium.....Access to the personnel database/payroll system.
KRONOSAccess to the Time Management Software used to manage team members time.
LaptopA small personal computer designed for mobile use.
LinkAccess to the e-Business Application system.
Network.....Access various shared drives and printers.
OtherList any additional access or software needed.
RightFax.....Access to RightFax.
Sequel Viewpoint.....Queries & creates reports from AS400. (*Requires approval*)
SharepointAccess to your Department's Sharepoint site.
SymposiumAccess to Call Center Reporting.

<p>*NOTE: Please allow 10-14 business days for hardware ordering.</p>
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