

Campus Technology New Employee Checklist

Below is a checklist of the paperwork needed by Campus Technology for all new employees. The following forms can be found on <http://inside.sbts.edu/> under Policies and Forms > Campus Technology. Please contact Campus Technology at campustechnology@sbts.edu or ext. 4006 if you have any questions.

Email/Network ID Request Form

Fileshare Access Request Form

Jenzabar EX Security Access Form

Phone Line Request Form

Sentry File Access Request Form

Asset Authorization Form