

ndgov id: _____

New Employee IT Form

If no computer access is needed, you do not need to fill out this form.

Last Name: _____

First Name: _____ Middle Initial: _____

Park/Division: _____

Job Title: _____

Office Phone: _____

Seasonal Employee

Permanent Employee

1) Will this user need access to the park's main email (ex. blsp@nd.gov):

Yes

No

If No, will this user need their own personal email account:

Yes

No

2) Please Check the Network Drives this user will need to access:

S – Department Drive generally accessed only by **permanent staff and long term admins**.

P – Park specific drive generally accessed by all employees at a park

I – Interpreter's drive

Other Network Drive – Private, Biotics, etc.

Specify: _____

3) Please check the OMS security level this person will need:

- None**
- MGR** - Access to administer all park resources not done by the OMS Administrator(s) at HQ. Can change amenities, block sites, over ride fees & process refunds within the current reservation date. Generally park managers and permanent admins are setup with this access.
- PARK** – Can create, edit and cancel reservations and run reports for the park. Does not have access to any Administrative menu options (like blocking). Can override fees and process refunds within the current reservation date. Generally seasonal admins are setup with this access.
- Other** – Some HQ employees will need Administrative, Support, Reporting and/or Accounting access to OMS. Please call the IT Coordinator if you think this may be needed.

4) TMA Access : **Yes** **No**

5) Access to the Snowmobile Permit Site: **Yes** **No**

6) Other IT needs (hardware, software, security, etc.):

Start Date: _____ Supervisor Signature: _____

Please be sure each new employee gets a copy of the IT training document at:
http://www.parkrec.nd.gov/internal/attachments/it/pnr_new_employee_it_info.pdf

(Route to Payroll for FTEs)

PeopleSoft ID: _____

Payroll Administrator Signature: _____
