

ANATOMY_IT New User Request Form

Please complete the information below when hiring a new employee. Upon completion, please e-mail the form to support@AnatomyIT.com and allow 1 business day for the account to be created. You will receive an e-mail notification when it has been completed. Please fill out this form as completely as possible. Missing or incomplete information may result in delays in completing the configuration of the new user. If you have any questions, please contact Anatomy IT Support.

Items marked with an "*" are required.

*Company Name:	*Office Location:
*First Name:	*Last Name:
*Job Title:	*Start Date:
*Workstation Name:	

New Employee Account Settings

Please mirror the settings of the following employee:
Please create New Employee Account with the following custom settings:

Required Applications / Services

EMR/EHR/PM Installation			
Email Mailbox			
Mailing list(s) / Distribution Group(s)			
Remote Access	<input type="checkbox"/>	Yes	No
Application(s) Installation (i.e., MS Office, CCH, AutoCAD, etc.)			
Does the vendor provide credentials for these applications?			
Attached / Networked Printer(s)			
Attached Scanner	<input type="checkbox"/>	Yes	No / If yes: <input type="checkbox"/> Networked Scanner <input type="checkbox"/> USB

Comments / Custom Instructions

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*Requested By:		Date Requested:	
*Approved By:		Date Approved:	

-To Be Completed By ANATOMY_IT Engineer-

Anatomy IT Email Security:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Created contact(s) in CW:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
					AM Approved? :	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
File Sync & Share:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If unsure, queue to AM after work completed				
Engineer				Ticket #		Date Completed			