



Technology Services NEW HIRE ACCESS FORM

Welcome to the Los Angeles County Office of Education! Whether you are Full-Time/Part-Time employee, Contractor, or Temporary Office Worker (TOW), Technology Services is doing everything possible to ensure that any software applications you may need access to are granted and working on day one.

This completed application form is required to add a LACOE employee user account to the LACOE network. In signing this form, you are authorizing the creation of a user account to include, but may not be limited to: LACOE E-Mail/Staff Portal Access, Aeries, EPIC, CSU-Wi-Fi (LACHSA Only), VPN, PeopleSoft, HRS, Citrix and/or Remote Desktop Access. All requests for Remote Access must be approved by Division Director or Principal.

Contact the Help Desk at 562-922-6948 or email at HelpDesk@laoe.edu if you have any questions. Upon completion, please email the application to HelpDesk@laoe.edu.

NEW USER INFORMATION

NEW HIRE (FIRST NAME, LAST NAME)		POSITION TITLE
DIVISION/DEPARTMENT/COMPANY		LOCATION
WORK EMAIL ADDRESS (NON-LACOE EMAIL ADDRESS ONLY)		WORK PHONE NUMBER
PERSONAL EMAIL ADDRESS		PERSONAL CELL PHONE NUMBER
REQUESTOR'S NAME	REQUESTOR'S EMAIL	REQUESTOR'S PHONE NUMBER

ACCOUNT REQUEST(S)

SELECT ACCOUNT TYPE

<input type="checkbox"/> New LACOE E-Mail	<input type="checkbox"/> Reactivate User Account	New Hire Start Date: _____
<input type="checkbox"/> Contractor	<input type="checkbox"/> Temporary Office Worker (TOW)	Term of Contract End Date: _____

(Contractors and TOWs will not be granted standard department access unless specified on this form)

APPLICATION REQUEST(S)

SELECT ALL THAT APPLY

<input type="checkbox"/> MS Project	<input type="checkbox"/> MS Visio	<input type="checkbox"/> Aeries	<input type="checkbox"/> EPIC	<input type="checkbox"/> CSU-Wi-Fi (LACSHA, iPoly, JCS ONLY)
<input type="checkbox"/> Adobe Pro	<input type="checkbox"/> VPN	<input type="checkbox"/> PeopleSoft Client Install	<input type="checkbox"/> HRS Client Install	<input type="checkbox"/> Remote Desktop Access

For PeopleSoft, RAD and HRS Security Permissions, please fill out the *PeopleSoft Operator Security Request Form* and submit it to ISS@laoe.edu

☐ Other Software: _____

Standard software included: Office, Zoom, TEAMS, OneDrive, OneNote)

SERVER/NETWORK REQUEST(S)

SELECT ALL THAT APPLY

Access to Network Mapped Share Drives please list the FULL complete path (do not include drive letter such as C:Z:)

<input type="checkbox"/> Server Name: _____	Share Name: _____
<input type="checkbox"/> Email Distribution Groups: _____	
<input type="checkbox"/> Printers to add (IP Address): _____	
<input type="checkbox"/> Dept. Mailbox Access? If so please list the email inbox name _____	

APPROVAL SIGNATURE

APPROVED BY DIVISION DIRECTOR/PRINCIPAL/DSA (PRINT NAME)	POSITION TITLE
SIGNATURE OF ABOVE APPROVER	DATE SIGNED
EMAIL ADDRESS OF ABOVE APPROVER	PHONE NUMBER