

Non-Employee IT Access Form

User Information: (All fields required)		
Start Date:	First Name:	Last Name:
Preferred Name:	Employer:	
Manager:	Title/Position:	
End Date: (if consultant, temp or other short-term)		

Access Configuration

Default Domain: @Bertelsmann.com @bdmifund.com (for BDMI use only)

Mirror Account Access:

Software

- SAP
- MS Teams
- Adobe Pro
- Zoom
- Efax
- VPN
- Box.com
- GotoMyPC

Hardware

- Computer Need? Y N
- Deskphone/VM? Y N
- Cell Phone Plan? Y N

Network Drives List:

Requester Signatures

Requesting Manager Signature: