

## 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

MS Teams Number?

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

### Network Drives List:

- @versidi.com
- @bhi.vc

Requester Signatures
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Requesting Manager Signature: