

New Employee Technology Request

Please complete and email to helpdesk@osuokc.edu

Employee Name: Click or tap here to enter text.

Start Date: Click or tap to enter a date.

CWID: Click or tap here to enter text.

Department: Click or tap here to enter text.

Position Type: Staff Faculty Student Worker Temp/Other

O-Key Account

I.T. is unable to proceed with new employee setup until the employee is in O-Key and they have activated their account.

O-Key Activated: Yes No

O-Key Username: Click or tap here to enter text.

O-Key Email Address: Click or tap here to enter text.@okstate.edu

OSU-OKC Domain Account

If user has activated their O-Key Account, please have them visit <https://support.osuokc.edu> and login with their O-Key information. Click enable in the bottom right corner, enter a password, and click Button to save. This will allow them to login to most computers on the OSU-OKC Campus. This step is required before any access can be granted.

Support Site Enabled: Yes No

Office Set-Up

All furniture needs must be coordinated through the Finance & Operations Office.

Building: Click or tap here to enter text.

Room: Click or tap here to enter text.

Phone Set-Up

For a New Extension please enter New. For a shared extension that is already setup please leave this section blank.

Phone Extension: Click or tap here to enter text.

Voicemail: Yes No

Banner Access

OSU-OKC I.T. does not grant access to Banner. Please visit https://app.it.okstate.edu/access_request/ to create a Banner Access Request with Stillwater.

Shared Drives

If requesting access to only a subfolder, please include full path (example W:\GroupName\StudentWorkers\JanesWork).

W: Drive Folders: Click or tap here to enter text.

Access Requested: Read & Write Read Only

SharePoint

Please list any OSU-OKC SharePoint Sites your new employee needs access to.

Click or tap here to enter text.

AppXtender

Manual AppExtender Setup

AppExtender Database: Click or tap here to enter text.

Folders: Click or tap here to enter text.

Access Requested: Scan & View View Only

Alternative AppExtender Setup **Leave above blank**

Same As Employee: Click or tap here to enter text.

Shared Email Inboxes

Inbox Name: Click or tap here to enter text.

Other

Please list any other requirements that don't fit here.

Click or tap here to enter text.