**N e t w o r k A p p l i c a t i o n R e q u e s t**

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| **NOTE:** The Principal or Department Head must complete this form in its entirety and e-mail it to the ITHelpDesk for processing. Failure to do so will delay the processing of the request. |

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**Newly hired staff receive the following access on their 1st day: Network Login, Exchange Email, Employee Self Service, AESOP and Kronos Time Entry.**

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| --- | --- | --- | --- | --- | --- |
| Requester: |  | NBOE Phone # |  | Date: |  |

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| This request is for a (select one):  F/T Employee  Consultant  H.S./College Intern  Per Diem | | | | | | | | | | | | | |
| First Name: | |  | | | MI: |  | Last Name: | |  | | | | |
| School/Department: | | |  | | | Physical Location: | | |  | | | | |
| Job Title: |  | | | Employee ID: | | | |  | | NBOE Phone #: | |  | | |
| Does the user have an existing network account from another school /department?  Yes  No | | | | | | | | | | | | | |
| If yes, please indicate the name of the school /department and login ID below: | | | | | | | | | | | | | |
| School/Department transferring from: | | | | |  | | | | | | Login ID: | |  |



**Information including the spelling of the user’s name and Employee ID # have been verified to be correct. Please select only the applications that pertain to the user. Please DO NOT select unrelated applications as this may further delay the processing of your request.**

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| **APPLICATIONS** | | | | | | |
|  | Voice Mail |  | PeopleSoft (HR) [Not ESS] | |  | Kronos (Timekeeper Only) |
|  | Power School |  | PeopleSoft (Financial) | |  | Aesop (Timekeeper Only) |
|  | Power Teacher |  |  | |  | Blackboard (Admin Only) |
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| Please e-Mail the completed form to ITHelpDesk@NPS.K12.NJ.US |

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| **--------------------------- P l e a s e d o n o t t y p e b e l o w t h i s l i n e --------------------------**  **For Information Technology use only** | | | |
| Ticket Number: |  | Date Request Received: |  |