<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Netid:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keys Issued:</td>
<td>Office Phone:</td>
</tr>
<tr>
<td></td>
<td>Cell Phone:</td>
</tr>
<tr>
<td></td>
<td>Room #:</td>
</tr>
<tr>
<td></td>
<td>Cat Card:</td>
</tr>
</tbody>
</table>

**Trainings Completed:**
- Computer Security Awareness
- Sexual Harassment
- UAccess Elevated Privilege
- FERPA
- Data Processing Equipment Responsibility:
  - Departmental Domain Account Name:
  - Desk Computer Name:
  - Desk Computer Prop. Tag#:
  - Mobile Computer Name:
  - Mobile Computer Prop. Tag#:

**Other Equipment Responsibility**

**Vehicle Information:**
- Make & Model:
- License Plate:
- MAC Vehicle Fuel #:
- Employee Fuel #:

**Other Setup**
- Add Employee to CALS-MAC-PERSONNEL
- Update webforms on CALS-MAC
- Does Employee get added to Spray-notice list?
- Does Employee get added to Calendar Delegate?
- Email Setup on Business Cell Phone?
- NetID+ Setup/Email Setup on Computers?
- Employee Photocoper #:
- Has Employee been added to Grouper?
- Photocoper Code Setup?
- Photocoper Scan-to-Email Setup?
- Voicemail-to-UACnect Setup?
- Add Employee to Count-Me In?