

# Glenn County Employee System Access Request Form

This form is strictly used by County Departments for County Employee use only

**Please Check One:**  New User  Modify User  Delete User

## USER INFORMATION

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Dept/Division: \_\_\_\_\_ Title: \_\_\_\_\_ Location: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

## ACCESS REQUESTED

IFAS  CREST  
 Modify  Review  Modify  Review

- *Note – Modify access for IFAS is given to users in the Finance dept only.*

I agree to use this account for access to the Finance server responsibly. I will not share my password with any other user and will notify the Finance department if I feel my password has been compromised.

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Authorization

Authorizing Department Head Name: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To be completed by the Finance Department

UNIX Login: \_\_\_\_\_ IFAS Login: \_\_\_\_\_ CREST Menu: \_\_\_\_\_

Connecting Through: WebConnect / Reflection

Completed By: \_\_\_\_\_ Date Completed: \_\_\_\_\_