



*Ashton  
United  
Methodist  
Church*

*Celebrating God's Awesome Grace*

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Rev. Dr. Mary Ellen Huzzard, Pastor

**REQUEST TO ADD/UPDATE/TERMINATE NETWORK USER**

New user    Update user    Terminate user

Date Request Submitted to Authorizing Person:	
<b>Requested /Authorized by:</b> Printed Name and Title:	
Signature of Authorizing Person:	
Phone Number:	Email Address:

√	REQUIRED	Please add required information
	User Last Name	
	User First Name	
	Software access Needed	
	Job role/function	
	Access Level	Network for Church Only Network for Preschool only Network for Church and Preschool Local PC only – No Network VPN remote Access
	User's Phone number/ext	
	User's email	

For HW Technologies Use Only:

Request received on: \_\_\_\_\_ Completed on: \_\_\_\_\_

Completed by (Printed Name and Title): \_\_\_\_\_

Signature: \_\_\_\_\_