



# USER ACCESS FORM

Please submit a separate request for each Login by fax to IT (949) 859-2193 OR email to [itad@vriresorts.com](mailto:itad@vriresorts.com) OR [itad@tradingplaces.com](mailto:itad@tradingplaces.com)  
 Completion of Login request is dependent on applications required and License availability  
**ALLOW FIVE BUSINESS DAYS FOR REVIEW AND SETUP.**

<b>Location</b>			
Resort / Office: Cove at Yarmouth			Region: Northeast
<b>Type of Request</b>			
<input type="checkbox"/> Change Existing User <input type="checkbox"/> Disable User <input type="checkbox"/> Department Transfer <input type="checkbox"/> New Hire			Date Effective:
<b>Defaults</b>			
Citrix User Name to Copy:			
9900 Report Printer (C):		9900 Folio Printer:	Corporate Printer:
<b>User Information</b>			
Type of Hire	<input checked="" type="checkbox"/> VRI/TPI Employee <input type="checkbox"/> HOA Employee <input type="checkbox"/> Temp <input type="checkbox"/> Contractor/Consultant		
User Full Name		Requested By	
User Title		User Supervisor	
User Department		Supervisor Phone Extension	
User Phone Extension			
User Agent ID			
<b>Standard Applications / Access</b>			
<input checked="" type="checkbox"/> Citrix		<input type="checkbox"/> Microsoft Office 365 Suite (Corporate Only)	
<input checked="" type="checkbox"/> System 9900 Default Property		<input type="checkbox"/> Microsoft Outlook 365 Email (Resorts Only)	
<input type="checkbox"/> Additional System 9900 Properties:		<input type="checkbox"/> TimeForce	
<input type="checkbox"/> SSN Access - Reason Required:		<input type="checkbox"/> CondoRES	
<input type="checkbox"/> TSW <input type="checkbox"/> TPI <input type="checkbox"/> ECR <input type="checkbox"/> IVC		<input type="checkbox"/>	
<b>Corporate Special Applications: Licenses are Limited—Provide Reason For Needing Access</b>			
<input type="checkbox"/> Adobe STD (Editor)	<input type="checkbox"/> SMI	<input type="checkbox"/> Smead Viewables	
<input type="checkbox"/> CCPulse++	<input type="checkbox"/> Microsoft Visio	<input type="checkbox"/>	
<input type="checkbox"/> Genesys	<input type="checkbox"/> Microsoft Project	<input type="checkbox"/>	
<input type="checkbox"/> Dollars on the Net \Shift4	<input type="checkbox"/> Snag-it	<input type="checkbox"/>	
<input type="checkbox"/> MAS90	<input type="checkbox"/> ASAP Utilities	<input type="checkbox"/>	
<b>Network Drive Access and Network Printers</b>			
Network Drives:		Network Printer' (s):	
<b>Email Groups</b>			
<b>Special Requests/Comments</b>			
**Eastern Time Zone**			
<b>Approval</b>			
Requestor Signature		Date	
Manager Approval		Date	
<b>IT Only</b>			
Ticket Number		Date Received	