USER ACCESS FORM

**Please submit a separate request for each Login by email
to itad@vriresorts.com OR itad@tradingplaces.com**

**Completion of Login request is dependent on applications required
and License availability**

ALLOW FIVE BUSINESS DAYS FOR REVIEW AND SETUP

Location	
Resort / Office:	**Region:**

Type of Request

☐ **New Access**   ☐ **Update Access**   ☐ **Disable Access** | **Date Effective:**

User Information

Type of Hire	☐ **Associate** ☐ **Non-Associate**		
Employee First Name		**Requested By**	
Employee Last Name		**Employee Supervisor Name**	
Employee Title		**Supervisor Phone Extension**	
Employee Department			
Employee Phone Ext.		**User Agent ID**	

Standard Applications / Access

• **9900 Report Printer (C):**	• **9900 Folio Printer:**
☐ **System 9900 Login & Default Property**	☐ **TSW - TPI**
☐ **System 9900 Additional Properties:**	☐ **TSW - ECR**
☐ **System 9900 Time Zone:**	☐ **Time Clock**
☐ **System 9900 SSN Access - Required: ☐ Y ☐ N**	☐ **Citrix**
If Yes, please give reason for SSN Access:	

Corporate Special Applications:

Note: Please use your MVW EID to access the Microsoft **Office 365 Account Access** service within the **Online Service Catalog (OSC)** to request additional Microsoft Application(s) such as Visio or Project: https://requestcenter.ad.mvwcorp.com/RequestCenter
   • For any additional software or hardware request please use the Hardware \ Software Request form.

☐ **Dollars on the Net \Shift4**	**SiteMinder**	
☐ **MAS90**		
☐ **CondoRES**		

Additional Network Printers

Network Printers:

Notes:
Shared Email Mailbox(s) and Network Folder Access
Please use the corresponding Cherwell Service Catalog service found in pITstop to request:
   • Email Account Access - Dept/Team Mailboxes
   • Folder – add or remove user
You can access pIT Stop by navigating to MyMVW Portal: https://desktop.pingone.com/mvwc/Selection?cmd=selection

Special Requests/Comments

Approval

Requestor Signature		**Date**	
Manager Approval		**Date**	

IT Only

Ticket Number		**Date Received**	