# New user form

**Please Note** - The below form must be completed and sent to us, **at least 3 working days** prior to the new user/account being required. Please complete all sections and email the completed form to: support@bcn.co.uk

**The password will be provided via telephone once the account has been created.**

|  |  |
| --- | --- |
| **Company name** |  |
| Hardware requirement*(if device is ordered through BCN timescales will be subject to hardware and engineer availability* | Repurpose existing hardware |[ ]
|  | New device ordered through BCN |[ ]
|  | No hardware required |[ ]
| Full name of new user |  |
| Start date | Click or tap to enter a date. |
| Copy EXISTING user profile?(optional) | If you would like the NEW USER be an exact duplicate including permissions/access of an existing user, please provide their name. Any details below would override/be in addition to any permissions copied. |
|  | User to copy |  |
| Job title |  |
| Telephone number |  |
| Preferred Username*(else firstname.lastname will be used)* |  |
| Email address(s) desired*(else firstname.lastname@ domain will be used)* |  |
| Enable Multi-Factor Authentication? (MFA) | Yes |[ ]
|  | No |[ ]
| Require access to view other mailboxes in Outlook? (In addition to your own) | Name of the mailbox(es)  | Require to ‘send as’ or ‘on behalf of’ the mailbox name? (example of how it would appear next to the recipient for each option) |
|  |  | Send as | [ ]   |
|  |  | On behalf of | [ ]   |

|  |  |
| --- | --- |
| **Email distribution groups** | Email distribution groups are found listed within the Outlook address book, in bold. Email sent to the group name, is sent to the personal mailbox of all members contained within the group. |
|  |  |  |
| Security groups | If applicable, let us know if the user needs to be a member of any ‘security groups’ such as ‘Exclaimer’ or ‘VPN Remote Access’. |
|  |  |
| Network drives/Sharepoint directoriesPlease advise us of the full drive name as shown in the example. | Name – Shown in ‘Explorer’ or ‘Computer’ e.g. \\servername\share O:\ |
|  | Full accessRead-only |
| Software requiredDo you use software aside from Microsoft Office, which you either require assistance installing, or need a logon creating for? Please note a valid licence will be required. | Software Name e.g. Navision / RMS / Qlikview |
|  |  |
| Licencing required | Microsoft 365 licence type required,*e.g. Microsoft 365 E5, PowerBI Pro* |  |
|  | 3rd party licences required (supplied by BCN) |  |
|  | Office 365 Backup | Yes |[ ]
|  |  | No |[ ]

|  |
| --- |
| **Any other requirements?** |
|  |