SANTA BARBARA
County Education Office
William J. Cirone, Superintendent

IT Services - Network Service Request

IT – 0168

Date: _____ Requestor: _____ Ext. #: _____

SBCEO Dept.: _____ Location: ☐C. Oaks ☐Hope Ctr. ☐No Co
☐Other _____

New Employee: Name _____

Financial System:

☐ Installation of Reflection software for access to HP3000

☐ Login service to HP 3000 for Finance, Payroll or Personnel System (please complete the following form: HP3000 User Authorization Form)

Network Services:

☐ Adding new equipment to network: ☐ PC ☐ Mac ☐ Win Server ☐ Mac Server ☐ iPad
☐ Smartphone ☐ Printer ☐ Other_____

☐ Was the equipment?: ☐ Purchased by SBCEO (will access private network)
☐ Personally purchased (will access secured public network)

☐ Replacing or moving equipment already on network.

☐ Login service to the File Sharing Server

☐ Office-wide Antivirus service

☐ Office-wide Back-up service (Cathedral Oaks Site Only)

☐ Giving a presentation that requires Internet/Network connectivity from location other than where your computer is currently connected.

Additional Information:

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Authorized Department Signature:_____