



BOYS & GIRLS CLUB
OF VALDOSTA

Computer Account Access Request

NEW ACCOUNTS WILL ONLY BE PROVISIONED WITH APPROVAL FROM THE ADMINISTRATIVE DIRECTOR OR THE VP OF OPERATIONS. REQUESTS SUBMITTED WITHOUT PROPER APPROVAL WILL NOT BE PROCESSED. ACCOUNT MODIFICATIONS MAY BE SUBMITTED BY DIRECTORS AND ABOVE. ALL REQUESTS MUST BE SUBMITTED AS AN EMAIL ATTACHMENT FROM THE APPROVER'S BGCVALDOSTA.ORG EMAIL ADDRESS. NO PAPER COPIES NECESSARY.

DATE OF REQUEST: _____

TYPE OF ACCOUNT: NEW MODIFY REMOVE

REQUESTS:

- REMOTE ACCESS (SERVER) ACCOUNT
 - VISION MEMBER TRACKING SYSTEM (MTS) ACCOUNT
(SELECT ACCESS LEVEL)
 - VP, Director, or Supervisor
 - Administrative Staff
 - Front Desk Staff
 - General Staff
 - BGCVALDOSTA EMAIL ACCOUNT
-

USER INFORMATION:

Name: (Last, First MI): _____ , _____

Job Title: _____

Unit Assigned: _____

SUPERVISOR /DIRECTOR INFORMATION:

Director's Name (Last, First MI): _____

Director's email: _____

Director's phone: _____

VICE PRESIDENT INFORMATION: (REQUIRED FOR NEW ACCOUNTS ONLY)

VP's Name (Last, First MI): _____ , _____

VP's email: _____

VP's phone: _____