

GBCVB IT New User Form – send to: [ithelp@bostonusa.com](mailto:ithelp@bostonusa.com)  
[sauger@bostonusa.com](mailto:sauger@bostonusa.com)

<b>Name</b>	
<b>Start Date</b>	
<b>Supervisor</b>	
<b>Desk/Office Assignment</b>	
<b>Phone Extension</b>	
<b><u>Applications:</u></b>	
<b>Email</b>	YES / NO
<b>Email Address</b>	
<b>Word</b>	YES / NO
<b>Excel</b>	YES / NO
<b>Powerpoint</b>	YES / NO
<b>One Drive</b>	YES / NO
<b>CRM</b>	YES / NO      cc: Kamilla or Stephanie
<b>CMS</b>	YES / NO      cc: Glenn
<b>Map Drives</b>	P: 010 / 009      U: 010 / 009
<b>Email Distribution Lists</b>	GBCVBstaff      Staff      Sales and Services