



# City of Stamford Technology Department Network Access Request

**This form must be filled out and signed by an administrator, supervisor or department head**

### Are you a NEW user or do you want to modify your EXISTING account?

- This is a **NEW** User
- Modify** a current account

If this employee replacing someone  
list the outgoing employee.

### Name Change

Change name from

to

Contact Number

### Check the box that best describes the employee's job function.

- City Employee     
  Consultant     
  Intern     
 Other
- BOE Administration     
  Teacher     
  Para Educator

### Name and Job Title of Employee

Last Name

First Name

Middle Initial

Job Title

City Department or School

### Access to other programs

**HTE Access:** Go to  
[CityNet /Employee Forms](#)

**Kronos Access:** Email [Jim Hricey](mailto:jhricey@ci.stamford.ct.us)  
jhricey@ci.stamford.ct.us

**Starbase/StarPortal Access:** Email [Paula Ward](mailto:pward@ci.stamford.ct.us)  
pward@ci.stamford.ct.us

**Network:** What folders does the user need to  
access on the STAMFORDADMIN network?  
(If you are not sure, would the user need the  
same rights as another person? If So please  
indicate:)

### Signatures

All requests must be approved by an administrator, supervisor or department head

Requestors Name  
(please print)

Requestors Signature

Phone Number