



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
- BOE Administration Teacher Para Educator Other

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