Session Member IT Resource Request Form

IT Resources

✓ Network Account - Session members have available an account ID on the Good Shepherd office network. This will allow you to sign-on at one of the volunteer stations or remotely from your computer. Resources include Microsoft Office applications and the shared drive where you can store files and collaborate with other Session Members, and also print reports or other content.

✓ Email Distribution list – your committee can have its own email address for effective intercommunication as well as receiving messages from its members.

✓ ACS OnDemand – limited access to the church management system

✓ Phone Extension – the phone system can have a dedicated extension for receiving calls that forward to your cel phone. Examples include event registration or a specific ministry where you want to leave your forwarding number obscured. Voicemail can also be configured, and those messages can be forwarded as email attachments.

Requested Resources

Please complete the information below and send to GSPC Office. The IT volunteers will reach out to you with details or follow-up questions.

Session Member: _____   Date: _____

Committee Name:_____   E-Mail Address: _____

Resources Requested:

Network Logon   ☐
-   ACS   ☐

Email Distribution list   ☐
Members with Email Addresses

Volunteer Name: _____   E-Mail Address: _____

Volunteer Name: _____   E-Mail Address: _____

Volunteer Name: _____   E-Mail Address: _____

Volunteer Name: _____   E-Mail Address: _____

Volunteer Name: _____   E-Mail Address: _____

Phone Extension   ☐

Office Use

Reviewed by: _____

Completed by: _____