S W E E T W A T E R   U N I O N   H I G H   S C H O O L   D I S T R I C T
INFORMATION TECHNOLOGY

OUTLOOK/SHAREPOINT REQUEST FOR SETUP AND SUPPORT

INSTRUCTIONS: **Please provide all of the required Requestor's information in the section below.**

Send Completed request for approval to:
Via Fax: (619) 427-7514
Via Email: application.support@sweetwaterschools.org
Via District Mail: Information Technology - Application Support

IMPORTANT: Site or Department Administrator approval required prior to sending request.

REQUESTOR'S INFORMATION

DATE: SITE/DEPT:

REQUESTOR'S NAME: TITLE:

PHONE #:   FAX #:

SITE/DEPT APPROVAL:
                                   Administrator's Name   Administrator's Signature   Date

OUTLOOK/SHAREPOINT SETUP AND SUPPORT INFORMATION
Check the corresponding boxes that refer to Outlook and/or SharePoint assistance that you require.

    Global Distribution List   Calendars

    Contacts   Communities

Description of setup and/or support being requested:

- FOR INFORMATION TECHNOLOGY USE – PLEASE DO NOT WRITE BELOW THIS POINT -

AFTER REVIEWING THE INFORMATION PROVIDED, THIS ITEM HAS BEEN:

  Approved   **Disapproved**

IT Supervisor's Signature   Date   Director of Technology Systems – Stephen McCauley   Date

COMMENTS: