

Information Technology Services  
**ImageNow New User Request Form**

Use this form to establish a new user account for ImageNow document imaging services.

Name: \_\_\_\_\_

Department or Office: \_\_\_\_\_

Active Directory Login Name: \_\_\_\_\_

(This is the user name you enter to log in on your computer. Please provide the exact spelling. Do not include your password. Never share your password with anyone.)

Type of Access:  power user  user  viewer  
or name of person you are replacing or with similar access \_\_\_\_\_

If you are a viewer,

- will you only view your own office's documents
- will you view documents from another office or department?

Which office? \_\_\_\_\_

If you are viewing documents from another office or department, please have an authorized person from that office sign here:

Viewing Approval: \_\_\_\_\_

Your Supervisor's Signature: \_\_\_\_\_

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