



City and Borough of Sitka IS Department Setup Request

Date: _____

Date Needed by: _____

Please set up:

- City Email Add to all@ citybldg@ _____@
- Department Network Access (Z drive, etc.)
- iSeries Log-in
- Purchase Order Approval
- Other _____
- Other _____
(computer, laptop, phone, cell phone)

Signature for purchase order approval

This information will be used by the IS Department for setting up your email, iSeries and Network Access. All accounts, if required, will have identical usernames and passwords.

Full Name: _____

Department: _____

Position Title: _____

Email/Username: _____@cityofsitka.com

This will be your email address firstname@cityofsitka.com, all lower case letters. Common names may also use the last initial.

Password: _____

Choose a password with six letters and/or numbers. This will be your universal password for all City of Sitka IS Department accounts.

Note: Email can be accessed from the internet by going to <http://mail.cityofsitka.com> and entering your username and password.

Please return completed form to Will Hanbury in the Computer Room, 3rd floor of City Hall (747-1834 or 738-1730) or Retha Winger in Finance (747-1825).

IS Department Use

- IS (Will, Retha, Gary or Jim)
- Finance (Larry or Dave)

Revision 1, May 2010