

# Nebraska VR Request for Temporary Access

**User's Preferred Name:** \_\_\_\_\_  
(First name) (Last name)

**Type of employment:**

- OJE
- OJT
- SOS
- WBL
- Other \_\_\_\_\_

**Office:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Phone (if applicable):** \_\_\_\_\_

**Computer to be used:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Estimated End Date:** \_\_\_\_\_

**Access Requested\*:**

- Email/Calendar
- Teams
- Internet Fax
- Adobe Sign
- Inside NDE
- QE2 (Client access to their own case will be blocked)

\*CIO may take up to a week to set up the necessary accounts.

**Office Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Directors/Supervisors email this completed request form to Lindy Foley for her approval. Lindy will forward to HR/IT staff when approved.**