



Stockbridge Munsee Community/NorthStar Casino Resort Change Management Form

Employee Name:	Employee name	Job Category/Job Title:	Casino, Tribal or Both/ Title
Department/Group:	Department/Group	New or Existing	New Job Description?
Location:	Primary Office Location	Secondary Location:	Secondary Office Location
Building:	IE; Health Center; Admin, Casino	Date Started:	Date Starting
Immediate Supervisor:	Immediate Supervisor	Date Leaving:	Date leaving
Equipment Needed:	Type of pc; laptop or desktop; new phone (Mitel) or existing; job specific equipment		
Active Directory Account: Y or N	Printers Needed: Y or N	Cell Phone or Stipend: Y or N; if Y, specify	
Phone: Y or N	Email: Y or N	Position type: Full, part time, seasonal,	
Application Access: see below; please select			
Tribal: Great Plains Full Court FTR Smart Search KIDS (HOD) Gateway CWW VPN clients: list GotoMeeting AIS (foods) Intergy Cares (ICW) Sharepoint Laserfische Dragon GE Pacs McKesson Dentrix InDesign PhotoShop Illustrator Publisher Other:	Casino: Agilysys Eatec Agilysys InfoGenesis Fabicash Visual One KeyPro(administered by HR) Dameware NRT Back Office Stromberg Ticket Biscuit Saflok Guest tek Epic Protobase (Elavon) Total Promo Universal Desktop IGPOS Card Great Plains	Casino: Track-it Fabitrak SmartSearch Bally/CMP Bally/SDS Bally/BI Bally/EBS Bally/Live Floor View Bally/TableView Bally/EMA Promo Kiosk Cool Signs Certegy Other:	



Stockbridge Munsee Community/NorthStar Casino Resort Change Management Form

Other items:		
--------------	--	--

Departmental Folder access and Distribution Groups to be added to:

IE: HR; Family Services, Community Health.

Reviewed By:	Name	Date:	
Approved By:	Name	Date:	
Last Updated By:	Name	Date/Time:	

For MIS use only

Cell phone: N/A or Y	Stipend or phone issued	Phone number
Mitel Phone:	Phone number	
Desktop or Laptop PC:	Asset tag number	
Additional items:	Asset tag if available	Description