

# Citrix Request Form For Citrix Users

Updated Tuesday, October 27, 2009

First and Last Name (Please Print): \_\_\_\_\_

Agency: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Computer is: Personal \_\_\_\_\_ State Owned \_\_\_\_\_

\_\_\_\_ Windows XP \_\_\_\_\_ Windows Vista - **No support for MAC.**

Your Virus Scanner must be up-to-date, or Citrix may block you from logging in.

**IMPORTANT Please Read!!** For personal PC's, you must have a license for each requested Microsoft Application. Using Microsoft applications without valid licenses is a violation of the law. By signing this form, you take full responsibility for insuring you have the proper licenses. You may also be requested to show proof of licensing in the event of an audit, and may incur any monetary penalty that may result from using these products without owning the proper licenses to do so.

**Applications Needed:** (ONLY check those that you will need while using Citrix)

### Microsoft Office 2003

\_\_\_\_ Access 2003 – Must have license

\_\_\_\_ Access 2000 – Must have license

\_\_\_\_ Excel – Must have license

\_\_\_\_ PowerPoint – Must have license

\_\_\_\_ Word – Must have license

### Misc. Applications

\_\_\_\_ BlueZone

\_\_\_\_ Finet

\_\_\_\_ GroupWise

\_\_\_\_ HR Stream

\_\_\_\_ Open Office (No license required)

\_\_\_\_ SAP – Payroll

\_\_\_\_ Infomaker

\_\_\_\_ Kids Database

\_\_\_\_ Food Processor App.

VPN Access only \_\_\_\_\_

**For SAFE applications, contact the SAFE Help Desk at 538-4141 to obtain the proper form.**

\_\_\_\_\_  
User's Name (Please print clearly)

\_\_\_\_\_  
User's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Name (Please print clearly)

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date

Please fax completed form to Paul Seager at (801) 538-9826