



THE ARRIVAL OF A NEW EMPLOYEE
DEMAND FOR USER ACCOUNT CREATION, AN E-MAIL ACCOUNT,
ACQUISITION OF MATERIALS/SOFTWARES

TI-01

All requests for products and/or IT services must only go through the Helios Group IT department

1 IDENTIFICATION

Last Name, First Name

Division

Project N°

Employee N°

Office Phone

Cell. Phone

2 SHIPPING ADDRESS TO DELIVER EQUIPMENTS TO THE USER (if section 5 filled)

Address

Suite

City

Province

Postal Code

3 DEMAND TYPE (always open a ticket to support.ti@groupehelios.com and include, if applicable this form properly completed)

CREATE a user account Specify the account:

CREATE an e-mail address: E1 (\$ 70 /year) Specify:

INSTALLING Office Suite: E3 (\$ 200 /year) - FYI: the E3 license already includes the E1 license

The Office Suite consists of: Word, Excel, PowerPoint, Outlook, Skype for Business, OneNote, Publisher, Onedrive for Business, Access

4 ACCESS TO APPLICATIONS

Intranet SHAREPOINT: AQT OPSIS INT'L Note(s) specified:

CIDEX: ADMINISTRATOR

Group(s) member(s): BCE-QC BAS ST-L. ESTRIE MONTÉRÉGIE RIVE-NORD TEKNO ST-JEAN-SUR-RICH.

5 ACQUISITION OF MATERIALS / ACCESSORIES

Computer (1 year Warranty)

DESKTOP (\$ 900)

LAPTOP (\$ 1125)

Multifunctions laser printer *

MONOCHROME (\$ 400)

COLOR - from 1,000 pages/month (\$ 420)

* Cost approx. per page; B/W: 0.015¢ – Color: 0.09¢

Needs upon arrival:

Docking station (\$ 195)

External monitor (\$ 150) Quantity:

Laptop briefcase (\$ 25)

Mouse (\$ 25)

Keyboard (\$ 20)

Wireless keyboard and Mouse (\$ 50)

Laptop battery (Call us for pricing)

6 SOFTWARE PURCHASE

Nitro Pro (\$ 156)

Visio (\$ 115 /year)

Project (\$ 220 /year)

Antidote (\$ 100)

Note(s) specified:

Software standards installed by default: Windows 7 Enterprise, Corporate Antivirus, Acrobat Reader, 7-Zip, Direct Access, NetExtender

7 APPROBATION

Director

Date (DD-MM-YYYY)

TO CONTACT IT SUPPORT

For a request (creation of a ticket by e-mail):

support.ti@groupehelios.com

For an emergency (by phone):

1 877 323-2433 or 1 450 646-9045 extension 2229

Postal address:

4750 Henri-Julien Avenue, Suite RC-050, Montreal (Qc) H2T 2C8