

	ACQUISITION / RETURN / ACCESS / CHANGE ACQUISITION AND/OR RETURN OF MATERIALS/SOFTWARES REQUEST FOR ACCESS, CHANGE ON A USER ACCOUNT, E-MAIL ACCOUNT	TI-02														
All requests for products and/or IT services must only go through the Helios Group IT department																
1 IDENTIFICATION																
Last Name, First Name		Division														
Employee N°		Project N°														
Office Phone		Cell. Phone														
2 SHIPPING ADDRESS TO DELIVER EQUIPMENTS TO THE USER <i>(if section 5 filled)</i>																
Address		Suite														
City		Province														
		Postal Code														
3 DEMAND TYPE <i>(always open a ticket to support.ti@groupehelios.com and include, if applicable this form properly completed)</i>																
CREATE/CHANGE 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																
REDIRECTION of e-mail Specify the e-mail address for the redirection:																
END OF EMPLOYMENT / PROJECT ARCHIVING of data Note(s) specified:																
4 ACCESS TO APPLICATIONS																
Intranet SHAREPOINT : AQT OPSIS INT'L Note(s) specified:																
REMOVE all SHAREPOINT access Note(s) specified:																
CIDEX : ADMINISTRATOR																
Group(s) member(s): BCE-QC BAS ST-L. ESTRIE MONTÉRÉGIE RIVE-NORD TEKNO ST-JEAN-SUR-RICH.																
REMOVE all CIDEX access Note(s) specified:																
5 ACQUISITION OF MATERIALS / ACCESSORIES		MATERIALS RETURN / ACCESSORIES														
Computer <i>(1 year Warranty)</i> DESKTOP (\$ 900) LAPTOP (\$ 1125) Docking station (\$ 195) External monitor (\$ 150) Quantity : Laptop briefcase (\$ 25) Mouse (\$ 25) Keyboard (\$ 20) Wireless Keyboard and Mouse (\$ 50) Laptop battery <i>(Call us for pricing)</i>		Justification for the return: <table><tr><td>Repair</td><td>Replacement</td><td>Defective</td></tr><tr><td>Obsolete / Recycle</td><td>Lost / Stolen</td><td></td></tr></table> Return item(s): <table><tr><td>DESKTOP computer</td><td>Laptop COMPUTER</td></tr><tr><td>Docking station</td><td>External monitor</td><td>Briefcase</td></tr><tr><td>Mouse</td><td>Keyboard</td><td>Printer</td></tr></table> Note(s) specified:	Repair	Replacement	Defective	Obsolete / Recycle	Lost / Stolen		DESKTOP computer	Laptop COMPUTER	Docking station	External monitor	Briefcase	Mouse	Keyboard	Printer
Repair	Replacement		Defective													
Obsolete / Recycle	Lost / Stolen															
DESKTOP computer	Laptop COMPUTER															
Docking station	External monitor	Briefcase														
Mouse	Keyboard	Printer														
Multifunctions laser printer * MONOCHROME (\$ 400) COLOR - from 1,000 pages/month (\$ 420) <i>* Cost approx. per page; B/W: 0.015 ¢ – Color: 0.09 ¢</i>																
6 SOFTWARE PURCHASE		UNINSTALL OF SOFTWARES														
Nitro Pro (\$ 156) Note(s) specified: Visio (\$ 115/year) Project (\$ 220/year) Antidote (\$ 100)		Uninstallation of software is important for the recovery of licenses. <table><tr><td>Nitro Pro</td><td>Visio</td><td>Project</td><td>Antidote</td></tr></table>	Nitro Pro	Visio	Project	Antidote										
Nitro Pro	Visio	Project	Antidote													
Software standards installed by default: Windows 7 Enterprise, Corporative 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 avenue Henri-Julien, bureau RC-050, Montréal (Qc) H2T 2C8																