



# NEW HIRE SOFTPHONE REQUEST FORM

## DURING MIGRATION PROJECT

PLEASE NOTE: Technology is provided based on primary work responsibilities. The Chief Technology Officer, with input from the leadership within the College or Division, will determine device allocations.

For questions regarding mobile device requests, please feel free to contact:

- ✓ IT Service Desk: 240-567-7222
- ✓ E-mail: [itservicedesk@montgomerycollege.edu](mailto:itservicedesk@montgomerycollege.edu)

SEND COMPLETED REQUEST FORM TO: [NewHireSoftphone@montgomerycollege.edu](mailto:NewHireSoftphone@montgomerycollege.edu)

**Requestor Information** All fields except Tel Ext is required. Account must have been claimed in MyMC.

Requestor:	Date:	Tel Ext.:
Div/Dept:	M#:	MyMCID
Email:	Campus/Bldg/Rm:	

**Softphone Justification (Must meet requirements listed above or provide exception details):**

<i>Meets Listed Requirements</i>	<i>Exception Requested</i>	<i>Expected End Date</i>

**Impact If Not Approved:**

**REQUIRED Signatures:**

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Date CTO or CIO Digital Signature with Approval Decision

**OIT Exception/Note**  
**Approval Check**

Approved	Disapproved
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**Softphone Usage Conditions (Please read and sign acknowledgement below):**

*Softphones are an extension of the Montgomery College's office phone system, allowing one to make and receive calls using a software application installed on a PC or mobile device. The softphone requires an Internet connection. Calls are received from or placed through the office phone system, and the softphone should be used for College business only.*

*Because softphones are mobile and being used outside of the office, they must **NOT** be used for emergency 911 calls under any circumstances, as emergency services will respond to the office location and not the softphone location.*

*By providing a digital signature below, you are attesting that you will **NOT** make any 911 calls using the College softphone, without exception, regardless of your immediate need or location, even if you are on a College campus.*

**Requestor's Digital  
Signature:**