**SYSTEM ACCESS REQUEST FORM (SARF)**

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| **SYSTEM ACCESS REQUEST FORM INFORMATION** | | | | |
| Requested BY: | | | | |
| Name: Brian Cotton | | | | |
| Department: Sales/Web | | Title: Executive Coordinator | | |
| Requested FOR: (All Fields Required) | | | | |
| First Name: Samantha (Sam) | | Last Name: Thosford | | |
| Department: SEO/Web | | Title: Content Writer | | |
| Start Date: 7/15/2015 | | End Date: Enter User’s End Date  No End Date | | |
| Please provide a NAME/USER-ID of a current user that we can MIRROR: brian | | | | |
| TYPE OF REQUEST | | | | |
| New Access: | UPDATE/Move Access: | | DELETE Access: | |
| REQUIRED ACCESS | | | | |
| Active Directory (Network Access) | | VPN Access (Remote Network Access) | | |
| Terminal Services Access | | ***Extra*** File Service Access: None | | |
| Other: Additional Access, separated by commas | | | | |
| ***FOR IT DEPARTMENT ONLY*** | | | | |
| Granted VPN Access: Yes:  No: | | Static IP: Enter IP Address | | |
| User’s Login Name: Samantha@  @mkbtechnology.com  @virtualstacks.com | | | | |
| Prepared by: Tony | |  | | |
| ***Approved By:*** | | | | |
| Name: Brian Cotton | | | | |
| Title: IT Manager/Executive | | | | |
| Date: 7/15/2015 | | | | |
| NOTE: Please return the Fully Completed Form to the IT Department. | | | | |
| Created by: Tony Daniels  Created: 5/11/2015  Revision: 4 |