APPLICATION ACCESS REQUEST PROCESS

START

HOD GETS NOTIFIED OF REJECTION

HOD TO CREATE A REQUEST
- APPLICATION ACCESS RIGHT
- STAFF TRANSFER DEPARTMENT

HOD TO ADD/UPDATE/ DELETE APP ACCESS

NO

IS THE APP ACCESS REQUEST APPROVED?

IT HOD TO APPROVE THE REQUEST FORM

IT HOD GETS NOTIFIED

YES

HELPDESK GETS NOTIFIED

YES

HOD GETS NOTIFIED OF APPROVAL

HELPDESK TO CREATE THE APPLICATION ACCESS RIGHT

NEW USER GETS NOTIFIED

CASE RESOLVED (BY HELPDESK)

EXTERNAL PROCESS

CASE CLOSED (BY HOD/REQUESTER)

END PROCESS