USER ACCESS & ICT FACILITY REQUEST FORM

Tanggal / *Date* : Departemen / *Dept.* :

Nama Lengkap / *Full Name* : Lokasi / Location:

Head of Department / Division : Posisi / Job Title :

# USER WINDOWS LOGIN & E-MAIL

* Login User Name

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

(**firstname.lastname**)

Zimbra Office 365 E3 Office 365 F1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **IT Facility and Equipment** | **Description** | | | |
| 1 | Extension | No Ext : \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Local + HP | SLJJ | SLI (\*) |
| 2 | PC (\*\*) | Desktop | Notebook |  |  |
| Spesifikasi 1 | Spesifikasi 2 | Spesifikasi 3 | Spesifikasi 4 |
| 3 | Internet | Non Internet | Internet | Internet Plus (\*) |  |
| 4 | Security Access | General | HR | Other: …………… |  |
| 5 | Print & Copy | Black & White | Color (\*) |  |  |
| 6 | Software | Microsoft Office | Qpulse | HIS |  |
| Microsoft Visio | Adobe Reader | Open Office | Other: …………….. |

# FILE SHARING

Folder name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞎 Create new

File/Subfolder name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Name** | **Unit** | **Read** | **Modify** | **Delete** | **Create** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |

* **Lain-lain / Other**:

1.

Pemohon / *Requester* Disetujui HoD / *Approved by HoD* diperiksa HR / *Verified by HR*  diperiksa ICT / *Verified by ICT*

**Catatan:**

* *Beri tanda cek* (🗹) *atau tanda silang*(🗷) *untuk pemberian fasilitas*

*(\*) special case (\*\*) based on Job Title*