USER ACESS FORM

A.	USER DETAILS

Name: [   ] Company: [   ]

Position: [   ]

B.	ACTION REQUIRED

☐ Register User   ☐ Disable/Suspend user   ☐ Unregister/delete   ☐ Amend profile

Profile/Access type   ◯ Temporally Profile   From……………………………………. To…………………………………………

◯ Permanent Access

C.	SYSTEM(S)

☐ IPLUS   ☐ SAGE ACCPAC   ☐ IEQUITIES   ☐ CPS   ☐ HELPDESK

☐ ATS/CSD   ☐ DOMAIN   ☐ SHARED FILES   ☐ DOOR ACCESS   ☐ EMAIL

☐ CONVENE   ☐ VPN   ☐ Sage VIP/ESS   ☐ …………………………………………….

D.	USER AUTHORISATION

Requested by: ……………………………………….Signature……………………………… Date: …………………………………………..

Approved by: (HOD) ………………………………Signature…………………………… Date: ………………………………………….

FOR ICT USE ONLY

Action taken by: ……………………………………… Signature:……………………………….Date: ………………………………………….

Verified By: ……………………………………… Signature:……………………….Date: ………………………………………….