User Access Rights Form

☐ New User ☐ Modify User Rights			
Name		**P. No.**	
Designation		**Deptt./Sec**	
Email		**Ext.**	
Justification		**Sign & Date**	

Server Details:

Hostname _____   IP Address _____

Server Type

☐ Application   ☐ Database   ☐ Web   ☐ Email   ☐ DC   ☐ other _____

User Access Required

☐ User   ☐ Power User ☐ Administrator ☐ Read ☐ Update ☐ Full Access ☐ other _____

Domain Access Group

☐ Field Engineer ☐ Help Desk ☐ Data Center ☐ Workshop ☐ System Admin ☐ other _____

Other Details _____

Concern Manager/DGM

☐ Approved   ☐ Not Approved

Sign & Date _____

Name   _____

P.No.   _____

Remarks _____

Sys Admin Manager/DGM

☐ Approved   ☐ Not Approved

Sign & Date _____

Name   _____

P.No.   _____

Remarks _____

Action Taken by

Sign & Date _____

Name   _____

P.No. & Desig _____

Remarks _____