



Document No.: FRM-ITSM-ITSD-001

version 1.3

EMPLOYEE ACCOUNT REQUEST FORM

Ticket No.



Converge



Subsidiary

Employee Number:

11590



New Account



Modify

Full Name:

Abdulla

Al-Akeem

Sabale

Email asabdulla@convergeict.com

Contact Number 09876543210

Department Admin

Job Title Access Build Engineer

Manager Mavs

Location (e.g. Metro Manila) ☒ Metro Manila

Immediate Head Mavs

Metro Manila ☐ Others

Date Requested 9/27/2022, 2:55:24 PM

Date Applied

others:

Workstation: to be filled by BUH

Windows Desktop

Windows Laptop

Apple MAC

will depend on workstation policy

Justification (if any)

Enterprise Access Request

NT Login

Email ID

File Server Access

VPN

Current Employee to Mirror:

Application

	View	Add	Edit	Delete	Export	Import	Admin	Remarks
OSS								
SSP								
OTRS								
USP								
iBAS							<input checked="" type="checkbox"/>	
DOCSIS								
U2000					<input checked="" type="checkbox"/>			
AVSystem								
MRTG								
CORIAN								
Facebook								
Youtube								
IT Ticketing Tool								
TPD Ticketing Tool								
HCM								
ERP								
Gsuite								
Domain Controller								
OSS User management								
Vcenter								
Smart Sheet								
Tableau								* Must be approved by CIO and COO * Email approval is accepted

Productivity Tools

MS Office	<input checked="" type="checkbox"/>
Instant Message	
AutoCAD	
WinSCP	
Foxit Reader	
BI Application	

Other Tools: (Please specify)

Eclipse
Java
Ubuntu

MAVS

Immediate Head
Signature over printed nameHR Representative
Signature over printed name

By filling out this form, I am authorizing and giving consent to ConvergeICT Solutions to collect, store, share and process my information for company purposes, as required by CICT Information Security Policies. For more information on our information security policy, please email informationsecurity@convergeict.com.

By signing this form, I acknowledge that I have read, understand and agree to the responsibilities listed below:

1. It is my responsibility to protect my login credentials. I shall not reveal, share or disclose my account to other End Users, this include friends, household and family members when working remotely or at home.
2. If I have access to sensitive and privileged information, it is my responsibility to enforce strict measures in protecting these kinds of information.
3. I shall not tamper, modify or make copies of CICT's proprietary information.

AL-AKEEM SABILE ABDULLA

Signature over printed name

Date Signed

Enterprise Resource Management Division

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