Guideline for IT System Privilege Account Registration Form

**User / Coordinator:**

1. Fill in the “IT System Privilege Account Registration Form”.

* Name should be in form of “Surname” + “First Name” + “English Name”

1. Obtain Approver’s signature

* CCC Head **OR** IT Application Manager (For Part IIb)
* CCC Head **AND** IT Application Manager (For Part IIa and Part IIc)

1. Obtain signature from AVP or above (must be different from Approver) for endorsement if:

* User is Non-HKT Staff

1. Email the request form to > BTU - IT User Account Mgmt.

**After receiving the request, IT will:**

1. Obtain endorsement (For Part IIa and Part IIc).

* VP of IT Infrastructure and Operations, BTU

1. Reply the user / coordinator within 5 working days through e-mail / contact no.

**Remarks:**

* For the IT system privilege account type, please refer to “IT System Privilege Account Usage Policy”.
* To create privilege account type, please consult Technical Team colleagues as below
* DB / AIX / Window : Mak, Andrew LC / Lam, Samuel KW
* Linux : Wong, Sunny CS / Ho, Stephen YC
* Please note the Login ID format:

|  |  |  |
| --- | --- | --- |
| **Group / Account** | **Format** | **Example** |
| Domain Group | Team Name | Production Support |
| Domain Account (Staff)  \*Cannot associate with existing user AD account for office use | Staff ID + “S” | 00123456S |
| * Domain Account (Functional) * Local Server Account (Functional) | 1st char:   * Environment: P (Prod), D (Dev)   (S) System Integration Test, U (UAT)  Next 3-5 char   * Application name or Server Name   Next 3-6 char   * Usage (Samples)   + BAT (Batch)   + MON (Monitoring)   + SYS (Local Service Account)   + DCON (Database Connection)   + FF (Fire Fighting)   Next 3-6 char   * Remarks | PSVCBAT  PSVCMON  PSVCSYS  PSVCDCON  PSVCFF |

* For the privilege roles, please refer to the “IT System Privilege Account Template”

***For any enquiry, you can Email to “> IT User Account Enquiry*** [***ITUserAccountEnquiry@pccw.com***](mailto:ITUserAccountEnquiry@pccw.com)***”***

|  |  |
| --- | --- |
| **(HKT) IT System Privilege Account Registration Form** |  |

|  |  |
| --- | --- |
| To : BTU - IT Email. : > BTU - IT User Account Mgmt |  |

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| \*Coordinator Name: \_\_\_\_\_\_Patrick Chang\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Part I – User Details**  🞏 HKT Staff 🞏 Non HKT Staff (For HKT Authorized Contractor Only ) Company name ~ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **~ *To check the Authorized Contractors, please refer to IT Homepage / Policies and Procedures /Authorized* *Contractor List***  ***~ If the company is not on Authorized Contractor List, please submit the “Registration of Authorized Contractor of Non-HKT***  ***Staff (IT-F0084H)” to IT for registration.***  \*Staff Name / ID : \_\_\_\_\_\_ Patrick Chang / 01405596\_\_\_\_\_\_\_ Dept / Team / CCC : \_\_\_ BTU/ CSD3\_\_  Location / Contact : \_\_\_\_\_ LKT18 / 2888 9750\_\_\_\_\_\_ Email : \_\_\_\_\_ patrick.hk.chang@pccw.com\_\_\_  \*Signature : \_\_\_\_\_\_\_\_\_ Patrick Chang\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_27-Feb-2024\_\_\_\_\_\_\_\_\_\_  ***\*SMS Receive Number : \_\_\_\_\_\_\_97839793\_\_\_\_\_\_\_\_\_ (for receive excel file password use)***  ***\*\*\* only HK mobile phone number (i.e. +852) can be used \*\*\**** |

## Part IIa – Account Details

Action : 🞏 Create 🞏 Handover 🞏 Modify

**Please submit this form with “IT System Privilege Account Template”.**

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**Part IIb – Account Details**

Action : 🞏 Reset Password 🞏 Disable 🞏 Delete 🗹 Release Password

🞏 Linux AD Authentication ~ Group name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Application / Server Information :

**\*DB Type : 🞏 MySQL - Fixed IP is required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**🞏 MSSQL 🞏 Oracle 🞏 Mongo 🞏 Others : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Server Type 🞏 AIX 🞏 Linux 🞏 Unix 🞏 Window** 🗹 **Others : \_\_\_\_\_Cloud server\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*Application name : \_\_\_\_\_\_\_\_\_\_ DAM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Host name : \_ here2serve.my.salesforce.com

\*Server IP : \_\_\_\_ here2serve.my.salesforce.com \*Environment : 🗹 PROD 🞏 DR

\*Login ID : \_\_\_\_\_\_\_ psfhktsys@pccw.com \_\_\_\_\_\_\_\_\_\_\_\_ **----------🡪 \* Domain Admin Account : 🞏 Yes** 🗹 **No**

\*Reason : DAM enhancement deployment

## For “Release Password”:

\*Change Request / Incident ~ Ref#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \*Usage period : From \_29-Feb-2024 23:30\_\_ to \_01-Mar-2024 02:00

Justification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*\*\* Justification is required for user who keep password over 5 working days \*\*\****

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## Part IIc – Group Details

Action : 🞏 Create Group 🞏 Modify Group 🞏 Delete Group 🞏 Add Member 🞏 Remove Member

## Privilege Group Information :

\* Group : 🞏 Local Server Group 🞏 Domain Group Name

\* Group Name  : **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## \* Group Privilege : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## \* Group Members : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## \* Reason : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part III – Authorizer Details**

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| --- | --- | --- | --- | --- |
| **Authorizer** | **Name** | **Staff ID / CCC** | **Signature** | **Date** |
| **\*Approver** |  |  | **CCC Head**  **IT Application Manager** |  |
| **\*Endorsement** |  |  | **VP of IT Infrastructure & Operations** |  |
| **Endorsement for Non-HKT Staff** |  |  | **AVP or Above** |  |