





iAccess Manual

Login Url: <http://it.cpbangladesh.com:8090>

Choose Your Form

Internet/Web Access Request Form 	Account Authority Request Form 
Official Email Request Form 	Guest User Request Form 

User have to select any one which one is needed among 4 types of request form

Official Account Authority Request Form

☒ No ☐ Yes

Do you have any ID (like xxxx.yyy) for Smart Soft, Smart Procurement, Win Feed, Win Farm or other
For first time user must attach National & CP ID card's photocopy with user & users thail superior signature. User must fill up the form properly with also star (**) mark area otherwise canceled by CPB-IT without any notice.

Request For

<input type="checkbox"/> Increase Authority	<input type="checkbox"/> Decrease Authority	<input type="checkbox"/> Reset Password
<input type="checkbox"/> Disable	<input type="checkbox"/> Delete	

Access For

<input type="checkbox"/> Smart Soft	<input type="checkbox"/> Smart iLab	<input type="checkbox"/> Win Feed	<input type="checkbox"/> Win Farm
<input type="checkbox"/> Expense Pivot Report			

Modules

Purpose

User have to fill up personal details

Then have to choose request for and access for information

User have to give the details of purpose

User have to give the details of purpose

Internet Access Request Form

Do you have any ID (like xxxx.yyy) for Smart Soft, Smart Procurement, Win Feed, Win Farm or other
For first time user must attach National & CP ID card's photocopy with user & users that superior signature. User must fill up the form properly with also star (*) mark area otherwise canceled by CPB-IT without any notice.

☒ No ☐ Yes

Request For

☐ Internet Access ☐ Reset Password ☐ Disable ☐ Delete

Web Address (URL)

Purpose

SUBMIT

Download By CPB-IT

User have to fill up personal details

Then have to choose **request** for information

User have to give the web address url and the purpose

User have to give the web address url and the purpose

User have to fill up personal details

Email Request Form

Do you have any ID (like xxxx.yyy) for Smart Soft, Smart Procurement, Win Feed, Win Farm or other
For first time user must attach National & CP ID card's photocopy with user & users that superior signature. User must fill up the form properly with also star (*) mark area otherwise canceled by CPB-IT without any notice.

☒ No ☐ Yes

Access For

☐ New Email ID ☐ Reset Password ☐ Enable ☐ Delete

Request Email ID

Request Email ID

Purpose

Purpose

Then have to choose **access for** and **requested email id (not mandatory)**

User have to give the purpose

Guest User Request Form

Name
 Position
 Branch

Departments:
 Office Mobile
 Personal Mobile

Personal e-mail
 Manager:
 B.U. Head:

NID / Passport (Only Thai)
 Office ID / Visa (Only Thai)

Do you have any ID (like xxxx.yyy) for Smart Soft, Smart Procurement, Win Feed, Win Farm or other
 For first time user must attach National & CP ID card's photocopy with user & users thai superior signature. User must fill up the form properly with also star (**) mark area otherwise canceled by CPB-IT without any notice.

☒ No
 ☐ Yes

Guest User Information

Guest User Company
 Total No of guest

Guest Job
 Guest User Duration

Start Date
 End Date

SUBMIT

User have to fill up personal details

Then user have to fill up the guest user details

DASHBOARD
 APPLY HISTORY
 LOGOUT

Internet / Web Access Request
 Account / Authority Request
 Email Request
 Guest User Request

Choose

Internet/Web Access Request Form

Account Authority Request Form

Official Email Request Form

Guest User Request Form

Each request forms current status can be views by these options

Data can be search by these options

Application status of the **Account/Authority** request form shown in here

My Account / Authority Request History List

Show: 10

Select Type

All

Start Date

End Date

Search

Name	Branch	Position	Department	Apply At	Manager	B.U Head	Verify
<div>Syful</div> <div> <div>NID</div> <div>OID</div> </div>	Accounts	Officer	Application Development	May 5th 2022, 4:21 pm	<div>Moniruzzaman (Shadhin)</div> <div>Approved May 5th 2022</div>	<div>Surachai Praneerachlerd</div> <div>Not Approved</div>	<div>Waiting for Approve</div>
<div>Syful</div> <div> <div>NID</div> <div>OID</div> </div>	Bogra Feedmill	Officer	Application Development	May 10th 2022, 5:45 pm	<div>Moniruzzaman (Shadhin)</div> <div>Approved May 10th 2022</div>	<div>Surachai Praneerachlerd</div> <div>Approved May 10th 2022</div>	<div>Syful Islam</div> <div>Accepted May 10th 2022</div> <div>Remarks: Prolmsiknewr ekjfwneignwgbew</div>
<div>Syful</div> <div> <div>NID</div> <div>OID</div> </div>	Accounts	Officer	Application Development	May 10th 2022, 5:49 pm	<div>Moniruzzaman (Shadhin)</div> <div>Not Approved</div>	<div>Surachai Praneerachlerd</div> <div>Waiting for Manager</div>	<div>Waiting for Approve</div>
<div>Syful</div> <div> <div>NID</div> <div>OID</div> </div>	Account	Officer	Application Development	May 5th 2022, 4:22 pm	<div>Moniruzzaman (Shadhin)</div> <div>Approved May 5th 2022</div>	<div>Surachai Praneerachlerd</div> <div>Approved May 5th 2022</div>	<div>Syful Islam</div> <div>Rejected May 11th 2022</div> <div>Remarks: Your Documents not Ok. Please resubmit your documents and apply. Thank you</div>

Total Records: 25

1 2 3 Next >

Data can be search by these options

Application status of the **Email request** form shown in here

My Email Request History List

Show: 10

Select Type

All

Start Date

End Date

the Email request form shown in here

Name	Branch	Position	Department	Apply At	Manager	B.U Head	Verify
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Total Records: 25

1 2 3 Next >

My Internet

Show: 10 Select Type: All Start Date: End Date:

Name	Branch	Position	Department	Apply At	Manager	B.U Head	Verify
Syful NID OID	Accounts	Officer	Application Development	May 10th 2022, 5:49 pm	Moniruzzaman (Shadhin) Not Approved	Surachai Praneerachlerd Waiting for Manager	Waiting for Approve
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Total Records: 25

1 2 3 Next >

Guest User Request

Show: 10 Select Type: All Start Date: End Date:

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Thank You