



## Windows Active Directory & Email Account User ID Creation Form

### Users Details

\*Employee Name \_\_\_\_\_

\*Employee ID \_\_\_\_\_

\*Contact/Cell No. \_\_\_\_\_

\*Location \_\_\_\_\_

\*Designation \_\_\_\_\_

\*Department \_\_\_\_\_

\*Line Manager \_\_\_\_\_

### User ID Creation for (Windows Active Directory and Email Account)

\*\*Windows Active Directoory ID

\*\*Email Account ID

### Authrization

\*User Signature : \_\_\_\_\_

Date: \_\_\_\_\_

\*Manager HR: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*IT Department: \_\_\_\_\_

Date: \_\_\_\_\_

\*To be filled by User and HR

\*\*To be filled by IT Department