** IT Department**

New User Account Access Form

IT-F-1

|  |  |  |
| --- | --- | --- |
| Date: |  | |
| Badge No: |  | |
| Name: | First Name: |  |
| Last Name: |  |
| Department: |  | |
| Designation: |  | |
| Location: |  | |
| \* Preferred User ID: |  | |
|  |  | |

Network and Communication Requirements

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PC: | New: |  | Existing: | |  | Specify: | |  | | |
| Shared Folder Access: | Yes: |  | No: |  | Specify: | |  | | | |
| Network Printer: | Yes: |  | No: |  | Specify: | |  | | | |
| Internet Access: | Yes: |  | No: |  | Scheduled: | |  | | Specify: |  |
| Telephone: | Yes: |  | No: |  | Specify: | |  | | | |

|  |  |
| --- | --- |
| Comments: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s Signature: |  | Approved By:  (Head of Department) |  |
|  |  | Signature: |  |
| Date: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **IT use only:** | | | |
| Remarks: | | Approved By: |  |
| Date & Signature: |  |
| Created By: |  | Applied By: |  |
| Date & Signature: |  | Date & Signature: |  |

***\*-*** *IT Dept. has the right to create different user ID to eliminate account conflicts.*