



Request for Registration of a Special Active Directory Account (ADM, SUP, SYS, WBA, TEC, TST, TSP, BOT)

Doc. No.: ITIS_SRAD_AC_001 v6

ACCOUNT OWNER:

UserID: (ex. WIEDEJA2)		Last Name, First Name	
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REQUESTING:

Creation	Deletion	Extension
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ACCOUNT TYPE:

ADM	SUP	TEC	SYS	WBA	TST	TSP
BOT	OT					

ACCOUNT DOMAIN:

Alcon.Dev	Alcon.Net	Alconnet.com
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SYS ACCOUNT NAMING:

First Name, Last Name:
Desired SYS_521 Name:
Special Settings for Account:

Section must be completed by requestor for SYS Accounts!

BUSINESS JUSTIFICATION & TECHNICAL REASON FOR ACCOUNT:

<p>Section must be completed by requestor for all accounts!</p> <p>The Account Owner is responsible to request for the account deletion as soon as the business justification specified in the request is no longer valid</p>
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APPROVALS:

	Signature and Date:
Account Owner:	
Operational Manager According to HR / Deputy*	

* Attach an e-mail approval from the Operational Manager proving that the person signed this document is his/her deputy.

** Please attach signed form to an Alcon SNOW ticket under "Request AD Services".