

USER ACCOUNT CREATION / ACCOUNT CHANGE REQUEST FORM

Applicant's First Name*: Daniel Middle Initial: Last Name*: Okot
Title: Management Trainee Start Date: 04/08/2021
M/D/Agency*: NITA-U Directorate: E-Government
Department*: Web Services

☒ New account

☐ Name change Previous Name: _____

☐ Renewal

☐ Group membership Group name: _____

- ☒ User account (Network / Domain access)
- ☒ Email (Outlook mail)
- ☒ Remote access (VPN, dial-in)
- ☒ Shared File Storage

Drive / Directory / File	Type of access (read, write, modify)

Applicant's signature*: Jesures Date*: 09th September 2021
 Department head signature*: _____ Date*: _____
 Department head print name*: _____

Human resource /Personnel Officer use only:

Date received*: _____

Effective employment date*: _____

HR/PO's Signature*: _____

HR/PO's Print name*: _____

NITA-U Directorate of Technical Services use only:

Date form received: _____

Request approved by: _____ Signature: _____

Account details

Username / User login ID: _____

Initial Password: _____ Must change at next logon? _____

Email Address: _____

Account created by: _____ Signature: _____

Date account was created: _____

End User Consent

☐ The requested access has been granted to me.

Name of applicant*: _____

Signature*: _____ Date*: _____

Comments: _____
