

Request Type / Action

☒ Create☐ Modify☐ Delete☐ Deactive

User Information

UAM No.			
Date of Request	03-Jan-2022	Date of Joining / Leaving	03-Jan-2022
* Networking Services to be Granted / Revoked (* Strike Not Applicable)	<input checked="" type="checkbox"/> Email Access <input type="checkbox"/> Server Access <input type="checkbox"/> Shared Drive / Folder Access <input type="checkbox"/> APCER Network VPN Access <input checked="" type="checkbox"/> Others _____	Reporting Manager Name	Admin Admin
*Access to Distribution List(DL)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Comments (if any)	22/Nov/2021 is the last day for annapurna in the organization. hence user window account, nw, access group, email and VPN access needs to be removed		

Access to Share Drives

Drive Name	Folder Name/s	Access Rights	Grant / Revoke
Google	APCER	<input checked="" type="checkbox"/> Read Only <input type="checkbox"/> Read / Write	<input checked="" type="checkbox"/> Grant <input type="checkbox"/> Revoke
OneDrive	APCEROneDrive	<input checked="" type="checkbox"/> Read Only <input type="checkbox"/> Read / Write	<input checked="" type="checkbox"/> Grant <input type="checkbox"/> Revoke

User System Data and Email ID Treatment

User System Data	<input type="checkbox"/> Not required <input checked="" type="checkbox"/> Archive <input type="checkbox"/> Handover		
Data handover To	[object Object]	End User Confirmation on receipt of data	03-Jan-2022
Email Mailbox Transferred	test	End User Confirmation on activation of Mailbox	test
Email ID Forwarded to*	badal@yopmail.com	End User Confirmation on Email Forwarding	03-Jan-2022
Date Till Email ID to remain Active	test		

UAM Approvals

	Name	Signature	Approval Date (DD-MMM-YYYY)
Requested By	Admin Admin		03-Jan-2022

UAM Approvals

Head of Department / Designee	Admin Admin		03-Jan-2022
IT Head / Designee (Mandatory in case of Email Forwarding)	Admin Admin		03-Jan-2022
DPO/Designee (Mandatory in case of Email Forwarding)	Admin Admin		03-Jan-2022

For IT Department Use Only

Active Directory Account Deactivation Date	03-Jan-2022	Active Directory Account Deletion Date	03-Jan-2022
Comments (if any)	It is optional		
	Printed Name	Signature	Date (DD-MMM-YYYY)
Executed By (Server Administrator / Designee)	Admin Admin		03-Jan-2022
	Admin Admin		03-Jan-2022

In case of Common Request Type for Multiple Users

1	Name	BADAL khatri	Department	IT
	Designation		Location	AHD optional
	Access Type	Grant	Email	badal.khatri0924+n1@gmail.com
	Type of User	Other	Remarks	Test optioanl
2	Name	BADAL khatri	Department	IT
	Designation		Location	AHD optional
	Access Type	Grant	Email	badal.khatri0924+n1@gmail.com
	Type of User	Other	Remarks	Test optioanl