

GOVERNMENT OF SAINT LUCIA

NETWORK AND SMARTSTREAM – SECURITY REQUEST FORM

NAME OF USER:

TEL. NO.:

CURRENT MINISTRY/DEPT:

CURRENT POSITION:

PREVIOUS MINISTRY/DEPT:

EFFECTIVE DATE:

TYPE OF USER: NEW

EXISTING

USER NAME (IF EXISTING):

ADD SECURITY

REVOKE SECURITY

SECTION A (NETWORK, INTERNET AND EMAIL)

Reset Network Password

- | | | | | |
|----|--------------------------|-------------------------|------|----|
| 1. | Network Access | Yes | No | |
| | Permanent Network Access | | | |
| | Temp Network Access | | From | to |
| 2. | Internet Access | Yes | No | |
| | Full Internet Access | Limited Internet Access | From | to |
| 3. | Email Access | Yes | No | |

SECTION B (SMARTSTREAM AND OTHER)

Reset Smartstream Password

- | | | | | |
|----|-------------------------------------|-----|----|----------------------------------|
| 4. | Smartstream Access | Yes | No | Existing SS Username
(If Any) |
| | a) Inv/P.O./Jrnl Creator | | | f) P.O. Approver |
| | b) Receiver | | | g) Journal Approver |
| | c) Matching Exceptions | | | |
| | d) Invoice Approver | | | Invoice Approver Limit (\$0.00) |
| | e) Other (Please Specify) | | | |
| | User With Same Role: | | | |
| | SS Username of User With Same Role: | | | |
| 5. | SS Training Requested | Yes | No | |
| 6. | Other Access Requested | Yes | No | |
| | a) SS Reports | | | f) Allocations |
| | b) Receipts (Entry) | | | g) Budget |
| | c) Receipts (View Only) | | | h) Cash Management |
| | d) Payroll Salaries Analysis | | | i) Abante |
| | e) Other (Please Specify) | | | |