

# GOVERNMENT OF SAINT LUCIA

## NETWORK AND SMARTSTREAM – SECURITY REQUEST

Name of User:  
Current Position:

Tel. No.:

Current Ministry:  
Current Department:

Previous Ministry:  
Previous Department:

Type of User:          New          Existing

Add Security:          Revoke Security:

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### SECTION A (NETWORK, INTERNET & EMAIL)

#### **Reset Network Password:**

##### **1) Network Access**

- Grant Permanent Network Access:
- Grant Temporary Network Access:

From:

format: (dd/mm/yyyy)

To:

format: (dd/mm/yyyy)

##### **2) Internet Access**

- Grant Permanent Internet Access:
- Grant Temporary Internet Access:

From:

format: (dd/mm/yyyy)

To:

format: (dd/mm/yyyy)

##### **3) Email Access**

- Grant Email Access:

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### SECTION B (SMARTSTREAM & OTHER)

#### **Reset Smartstream Password:**

##### **1) Smartstream Access**

- Grant Smartstream Access:

Existing Username (if any):

- a) Inv/P.O./Jrnl Creator
- b) Receiver
- c) Matching Exceptions
- d) Invoice Approver
- e) Other (Please specify)

- f) P.O. Approver
- g) Journal Approver
- h) Smartstream HR
- i) Smartstream Payroll

Name of User With Same Role:

SS Username:

##### **2) Smartstream Training Requested**

Yes

No

##### **3) Other Access**

- a) SS Reports
- b) Receipts (Entry)
- c) Receipts (View Only)
- d) Payroll Salaries Analysis
- e) Other (Please Specify)

- f) Allocations
- g) Budget
- h) Cash Management
- i) Abante

##### **4) Leave Management System (LMS)**

- a) Email Address:
- b) Access Level:

Creator

Approver

Viewing Only

Employee ID:

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H.O.D. Name:

H.O.D. Signature:

Date: