

User Access Request Form

Request Details (* filled by the HR Dep or employee or employee manager or project manager)					
Request Type	Create New User <input type="checkbox"/>	Assign New Privileges <input type="checkbox"/>	Modify Current Privileges <input type="checkbox"/>	Disable/Suspend User <input type="checkbox"/>	Delete/Cancel User <input type="checkbox"/>
User Type & Duration	Permanent User <input type="checkbox"/>	Temporary User <input type="checkbox"/>	(* Fill the user access duration if the user type is temporary user)		
			From Date: dd/mm/20	To Date: dd/mm/20	
Request Number		Request Date			
Employee Name		Employee ID (* internal staff only)			
Position		Department/Sector			
Username/ID (* current users only)		Email Address			
List of Assigned Privileges	1. 2. 3. 4. 5.				
Business Owner/Asset Owner/ Employee Manager Decision					
Name & Date	Department/Sector	Decision (Yes/No)		Comments	
		Yes <input type="checkbox"/>			
		No <input type="checkbox"/>			
IT General Department (Request Evaluation from CS point of view) Evaluation & Review					
Name & Date	Comments				
IT General Department (Request Implementer)					
Name & Date	Department/Sector	Username/ID	Request Implementation Status (Success/Failure)	Comments	