

Application User Access Form



Instructions: System Owners/ Department Managers complete the form, sign and create a ticket and upload into the helpdesk system. If the Helpdesk system is not functioning this form must be submitted to ICT department manually to apply the changes to the system.

All fields are Mandatory

Form Purpose					
<input checked="" type="checkbox"/>	New User	<input type="checkbox"/>	Modify user	<input type="checkbox"/>	Delete user

User Details:	
Name:	Amanda Gabisile
Surname:	Nsebeshe
Job title:	HR Intern
Email Address:	ANsebeshe@ncr.org.za
Department:	Human Resources
Telephone Number:	0115542834
Completion date:	13/ 11/ 2024

System applications					
<input type="checkbox"/>	IRAS	<input type="checkbox"/>	DCRS	<input type="checkbox"/>	RMS
<input type="checkbox"/>	Microfile	<input type="checkbox"/>	Great Plain	<input type="checkbox"/>	DHS
<input type="checkbox"/>	OSTicket	<input checked="" type="checkbox"/>	signiflow	<input type="checkbox"/>	Call centre screen

User Role	
1. System current role	N/A
2. System new Role	BA user
3. Effective date	14/11/2024

Application User Access Form



1. Manager Approval

MANAGER APPROVAL		
Name	Signature	Date
Busisiwe Mzoto		14/11/2024

Comments

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