

FRM/SPMI/ITHB/ADM/34/02

Revisi : 01

Tgl. Berlaku : 01 Jan 2020

**ITHB INFORMATION TECHNOLOGY DEPARTMENT**

**New Account Request**

**New Account Request # \_\_/II/ITNAR / 20\_\_**

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| --- | --- | --- | --- |
| **Requested by**  User name |  | **Request Date** |  |
| **Assigned by**  IT Manager |  | **Assignment date** |  |
| **Assigned to**  IT Staff |  | **Completion Date** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Request Details** | | | | | **Data Entered To The System** | | |
| **No** | **Name** | **Nim / Nik** | **User**  **Type\*** | **Account Type\*\*** | **Email Account**  **ID /**  Initial Password | **Network ID /** Initial Password | **Web ID /**  Initial Password |
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\*) Faculty/Student?employee \*\*) Specify account type being requested: E=Email N=Network W=Web

|  |  |  |  |
| --- | --- | --- | --- |
| **Requested by User** | **Approved by Manager / Dept. Head** | **Approved by IT Manager** | **Completed by IT Staff** |
|  |  |  |  |