

FRM/SPMI/ITHB/ADM/34/03

Revisi : 01

Tgl. Berlaku : 01 Jan 2020

**INFORMATION TECHNOLOGY DEPARTMENT**

**Account Change Request**

**Account Request # \_\_/\_\_/ITACR / 20\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requested by**User name |  | **Request Date** |  |
| **Account Type** | [ ]  Network | [ ]  Email | [ ]  Web |
| **Change Type** | [ ]  User ID Change | [ ]  Password Change | [ ]  Account Deletion |
| **Reason** |  |
| **Old ID /**Password |  | **New ID / Password** |  |
| **Assigned by**IT Manager |  | **Assignment Date** |  |
| **Assigned to** IT Staff |  | **Completion Date** |  |

|  |  |  |
| --- | --- | --- |
| **Requested by User** | **Approved by IT Manager** | **Completed by IT Staff** |
|  |  |  |



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