

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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