

BBCWSTBD Network User Account Request Form

Domain Name: BBCWSTBDDC

Description for Use: Form used to request access to the BBC World Service Trust Domain Controller (BBCWSTBDDC) for individuals.

TYPE OF REQUEST:	<input type="checkbox"/> Add	<input type="checkbox"/> Modify	<input type="checkbox"/> Name Change	<input type="checkbox"/> Delete/End Date Reason:
	<input type="checkbox"/> Renew	<input type="checkbox"/> Password Reset (Specify):		
	<input type="checkbox"/> Deactivate	<input type="checkbox"/> Others (Specify):		

Section 1. This section to be completed by Requester

Full Name (First, Middle, Last, type it in CAPITAL) No Nicknames. First Name: Middle Name: Last Name:		Check the Applicable Status: <input type="checkbox"/> Fixed-Term Employee <input type="checkbox"/> Freelancer <input type="checkbox"/> Service Provider <input type="checkbox"/> Contractor <input type="checkbox"/> Others, Specify:	
Officer ID:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Position Title:	Login Time: <input type="checkbox"/> Full Access <input type="checkbox"/> 8 Hours only <input type="checkbox"/> Timed ____ to ____
Requested Domain Account Name (in CAPS): (firstname.lastname@bbcwstbddc.com) _____@bbcwstbddc.com		Machine Name/Tag ID/Serial Number:	
Requested E-mail Account (in CAPS): (firstname.lastname@bbcwstbd.org)		Public Drive Access Requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No	Printer Access Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Home Address (For Emergency Contact): Work Mailing Address (If Any): Work Phone With Extension: Cell Number:		Team Leader's Name:	Team Leaders' Email:

Special Request:

I assume the responsibility for the data and system to which I am granted access. I will not exceed my authorized access. I understand my obligation to protect my personal password to the system. Any sorts of abuse of the defined IT regulations will be subjected to Disciplinary Action.

(Requestor's Printed Name) _____ (Requestor's Signature) _____ (Date) _____

I certify this user requires access as requested in the performance of his/her job function.

(Team Leader/Activity Representative/Appointing Officer) _____ (IT Activity Representative/IT Appointing Officer Signature) _____ (Date) _____

Section 2. This Section to be Completed by HR

I certify this user requires access as requested in the performance of his/her job function.

HR Advisor Name: _____ (HR Advisor's Signature) _____ (Date) _____

Section 3. For IT use only

Machine/USER ID: E-mail ID: Date:	Position No./Virtual Position No.: Digital Signature: SHA1 with PAP/CHAP/MSCHAP Others: Kerberos
_____ PDC Built _____ Ext user built _____ PDC attached to ext user	_____ My Workplace account built _____ emailed login to user
User Level: <input type="checkbox"/> Domain Users <input type="checkbox"/> Power Users <input type="checkbox"/> Administrators Organizational Unit:	Compiled By: <input type="checkbox"/> Power Users <input type="checkbox"/> Domain Administrators <input type="checkbox"/> Administrators Name: Date: