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| **Network User Account Request Form** |
| **Domain Name: CompanyDomain (PDC)** |

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| Description for Use: Form used to request access to the BBC World Service Trust Domain Controller (BBCWSTBDDC) for individuals.  |
| **TYPE OF** **REQUEST:** | **[ ]  Add****[ ]  Renew****[ ]  Deactivate**  | **[ ]  Modify** **[ ]  Name Change****[ ]  Password Reset** (Specify):**[ ]  Others** (Specify): | **[ ]  Delete/End Date****Reason:**  |
| **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:**[ ]  Fixed-Term Employee [ ]  Freelancer[ ] Service Provider[ ]  Contractor [ ]  Others, Specify: |
| **Officer ID:**   | **Gender:**[ ]  M [ ]  F | **Team Name:** | **Position Title:** **Login Time:** [ ]  Full Access [ ]  8 Hours only [ ]  Timed \_\_\_\_ to \_\_\_\_ |
| **Requested Domain Account Name (in CAPS):** (firstname.lastname@company.com)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@company.com** | **Machine Name/Tag ID/Serial Number:**  |
| **Requested E-mail Account (in CAPS):** (firstname.lastname@company.com)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@company.com** | **Public Drive Access Requirements:** [ ]  Yes [ ]  No | **Printer Access Required:**[ ]  Yes [ ]  No |
| **Home Address (For Emergency Contact):**Work Mailing Address (If Any): Work Phone With Extension:Cell Number: | **Team Leader’s Name:** | **Team Leaders’ Email:** |
| **Others:** |
| **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:**[ ]  Domain Users [ ]  Power Users [ ]  Administrators **Organizational Unit:** | **Compiled By:** [ ]  Power Users [ ]  Domain Administrators  [ ]  Administrators**Name:** **Date:** |