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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  FreelancerService 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:** | | |