

THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT



USER ACCESS REQUEST FORM (EMPLOYEE)

Institution Name: Region..... LGA Facility.....

Requested Action:

Create New User Block Existing User Modify Existing User Reset Password

SECTION A: Personal Details (To be filled by Applicant)

Check Number: **Full Name:**
Designation: **Department:**
Mobile Number: **Email:**
Signature: **Date:**

SECTION B: System and Roles Requested (To be filled by Head of Department)

Select a system you request and role (*Roles in the Appendix A attached)

ASC <input type="checkbox"/>	LGRCIS <input type="checkbox"/>	MADENI MIS <input type="checkbox"/>	MUSE <input type="checkbox"/>	IFT MIS <input type="checkbox"/>
PLANREP <input type="checkbox"/>	FFARS <input type="checkbox"/>	SIS <input type="checkbox"/>	SELECTION <input type="checkbox"/>	CHF IMIS <input type="checkbox"/>
GOTHOMIS <input type="checkbox"/>	GMS <input type="checkbox"/>	MACHINGA MIS <input type="checkbox"/>	DOMAIN <input type="checkbox"/>	

Full Name:
Designation: **Department:**
Signature: **Date:**

SECTION C: Management Approval (To be filled and stamped by Accounting Officer)

I hereby *approve/disapprove* the applicant named above access to the system (based on the requested actions).

Comments

Full Name:
Designation:
Signature: **Date:**

SECTION D: Head of ICT (To be filled by ICT Head/System Administrator)

I confirm that the requested action has been performed

Full Name:
Designation:
Signature: **Date:**