

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



USER ACCESS REQUEST FORM (EMPLOYEE)

Requested Action:

Create New User Block Existing User Modify Existing User Reset Password

Operating Environment Production Testing

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

Check Number: **Full Name:**

NIN

Designation: **Department:**

Mobile Number: **Email:**

Signature: **Date:**

ASC <input type="checkbox"/>	LGRCIS <input type="checkbox"/>	MADENI MIS <input type="checkbox"/>	MUSE <input type="checkbox"/>	eOffice <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"/>	TPLMIS <input type="checkbox"/>	DOMAIN <input type="checkbox"/>	TAUSI <input type="checkbox"/>
NeST <input type="checkbox"/>				

Other system, specify

Specify requested system role (s)

SECTION B: Approval by Head of Department of the Applicant

I hereby *approve/disapprove* the request above.

Comments

Full Name:

Designation: **Department:**

Signature: **Date:**

SECTION C: Approval by Director of ICT

I hereby *approve/disapprove* the request above.

Comments

Full Name:

Designation:

Signature: **Date:**