

# Application for IT services

IT Policies

## Application for IT services

**New employees applying for services or existing employees applying for additional services should print and complete this application, and then forward it to the IT Manager.**

I hereby apply for: (Please tick appropriate boxes)

- New application
- Application for additional services

\* A user ID to give me access to the UMZINYATHI DISTRICT Local Area Network (LAN)

\* A mail ID to give me access to internet –wide electronic mail

\* A mail ID to give me access to internet access

\* A UNIX ID to give me access to Financial Management System

\* A UNIX ID to give me access to Payroll Software System

\* A UNIX ID to give me access to Dims

\* A UNIX ID TO give me access to DMS


\* An Application software \_\_\_\_\_

• Title & full name of applicant:	_____
• Department:	_____
• Section:	_____
• Office telephone:	_____
• Duration of employment if temporary:	_____

**I understand that the above user IDs are for my use only; services are to be used within the context of UMZINYATHI DISTRICT Municipality Conditions-of-Service and Codes-of-Good-Practise; applied for UMZINYATHI DISTRICT Municipality official purposes only; and I accept the conditions of the UMZINYATHI DISTRICT Municipality IT policy.**

**Signed by applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved by Head of Department:** \_\_\_\_\_

### **For ITD use only:**

<p><b>The following was assigned to the above applicant:</b></p> <ul style="list-style-type: none"> <li>• User ID: _____</li> </ul>
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ANEXTURE A

- Initial password: \_\_\_\_\_
- E-mail address: \_\_\_\_\_
- Signature(ITD): \_\_\_\_\_

REVISED DRAFT