

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY

OFFICE OF THE DEPUTY VICE CHANCELLOR - PLANNING, FINANCE AND ADMINISTRATION

DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY

Telephone: +255 (0)25 2957543/4

Fax: +255 (0)25 2957552

E-mail: dict@must.ac.tz

Web: www.must.ac.tz



P.O. Box 131,

Mbeya,

Tanzania.

USER ACCOUNT REGISTRATION FORM

Requested Action: Create New Block exiting User Modify existing user

SECTION A: USER INFORMATION (To be filled by Application):

College/Directorate/Unit:	
Department/Unit:	
First Name:	
Middle Name:	
Last Name:	
Check Number:	
Mobile Phone:	
Email Address:	
Requested Service:	
Activities to be performed to the system	

Applicant Signature Date

SECTION B: DEPARTMENT (To be filled and stamped by requester supervisor)

I declare that the above-named applicant is an employee in my department and therefore should be **granted/denied** access to based on the requested action/services

If **denied** state the Reasons for Rejection: _____

Name: _____

Signature: _____ Date: _____

SECTION C: APPROVAL (To be filled and stamped by Director of ICT services)

I hereby authorize that the named applicant should be granted/denied access to system based on the requested action/service.

Authorizer's name: _____ Signature: _____
_____ Date: _____

SECTION D: ICT DEPARTMENT (To be filled by ICT Officer)

User login name:		
Applicant full name:		
Created by:		
Signature:		Date:

NOTE:

* Fill the form and submit to Directorate of ICT services.