

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY

OFFICE OF THE DEPUTY VICE CHANCELLOR - PLANNING, FINANCE AND ADMINISTRATION
DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY

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P.O. Box 131,
Mbeya,
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USER ACCOUNT REGISTRATION FORM

Requested Action: Create New ☐ Block exiting User ☐ Modify existing user ☐

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

College/Directorate/Unit:	
Department/Unit:	
First Name:	
Middle Name:	
Last Name:	
Designation/Position:	
Check No.	
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:

Stamp

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

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.*