COMPLETE/PERSAL USER ID RESET FORM

Requests to reset the **Complete User ID** (first user ID) and **PERSAL User ID** (second user ID) must be submitted directly to the PERSAL Controller. The PERSAL Controller must request the **Complete User ID** (first user ID) to be reset **via** Provincial Treasury Help-desk.

Mark with an X to the User ID to reset:-

COMPLETE ID		PERSAL ID		BOTH	

USER'S DETAILS

SURNAME & INITIALS			PERSAL NUMBER	
COMPLETE ID		PERSAL ID	DEPT.	
REGION/ DISTRICTS			TEL. NUMBER	
CELL NO.			EMAIL	

REASON FOR RESET

Wrong password used		Not used for more than 30 days	
New user logging on for the first time		Forgotten password	
Didn't follow correct log in procedure		Access was suspended	
Appointed as relief controller		ID was blocked by SITA	
Other (explain)			

PERSAL User's Signature: _____   Date: _____

SUPERVISOR'S DETAILS

I (full names) _____ *Persal Number* _____ *the revisor/supervisor of the above mentioned official/user hereby witnessed that the above section has been completed by the owner of the ID indicated above and no alteration was done by any person. I'm fully aware of my responsibility as the supervisor to him/her regarding user id management .e.g. ensuring that user id is not being shared amongst the users.*

Supervisor's Signature : _____ **Date:** _____ **Tel.No.** _____

PERSAL COORDINATOR

Mark applicable choice with an X:-

DESIGNATION	Departmental Coordinator		DC	Personnel Controller		PC	Salary Controller		SC
NAME & INITIALS					PERSAL NUMBER				
COMPLETE ID		PERSAL ID			DEPT.			Code	
CELL NO.		TEL. NUMBER			EMAIL				

Mark with an X next to your district

						Head Office	HO
Alfred Nzo District Municipality	AN	Amathole District Municipality	AD	Chris Hani District Municipality			CH
Joe Gqabi District Municipality	JG	OR Tambo District Municipality	OT	Sarah Baartman District Municipality			SB
Buffalo City Metropolitan Municipality		BC	Nelson Mandela Bay Metropolitan Municipality				NM

Reference on #6.3.6 **must** be in the following format:	Organization/District/Designation/Sequence number	___/_ /___/___

Coordinator's Signature		Date	

PERSAL CONTROLLER

COMPLETE ID: to be submitted to Provincial Treasury Persal Controller		PERSAL ID User ID is Resetted by Departmental PERSAL Controller on function #6.3.6, controllers reference **MUST** be indicated	
Surname & Initials		Surname & Initials	
Signature		Signature	
Resetted Date		Resetted Date	