

eMail/AD Reset and Modify Form

OFFICE USE ONLY

Complete the form and give it to your District/Provincial ICT Manager
With a Call Reference Number

Received By : _____

Date : DD / MM / YYYY

Done By : _____

Date : DD / MM / YYYY

Personal Details (Please complete in BLOCK CAPITALS)			
Surname			
First Name			
Number By Which The User Is Registered PERSAL / Employee / ID / Passport No.			
District/Directorate/Component			
Town/Office			
Office Telephone Number			
Fax Number			
Cell No			
Email Address			
User Signature		Supervisor Signs For All Options Except Password Reset	Sign: Date:
Date		HR Signs For Surname Change and For Dis/Enablement because of Expulsion or Suspension	Sign: Date:

Note:

- The Password Reset Option must be signed by the User Account Holder.
- Once your Password has been reset, change it immediately on your first login.
- Password must have at minimum of eight alpha-numeric characters.
- Password must contain at least three of the following: uppercase, lower case, digits and any special characters.
- You can't use your PERSAL No, Name or surname as your password.
- For User Disable / Enable and Add / Remove Options, the form must be signed by the supervisor.
- For Name, Surname, PERSAL Change, and Dis/Enablement because of Expulsion or Suspension or Returning user, the Supervisor and HR **MUST** Sign.

Tick Relevant Option:

				Reason/s For A Request		
Password Reset	<input type="checkbox"/>	Password Unlock	<input type="checkbox"/>	Reinstate Existing User	<input type="checkbox"/>	Reason/s:
Enable User		Disable User				Reason/s:
Added	<input type="checkbox"/>	Removed	<input type="checkbox"/>	The Above Existing User To/From The Server Below		Reason/s:
Server Name Or IP Address						
Additional Rights Request						Motivate:
Approved/Not Approved – Comment:						Sign
Name, Surname or PERSAL Change					Change To:	
Reason/s:						

The content disclosed on this form reveals your personal information. Your information will be used for only what it is intended to. It will not be shared with any other parties or used for anything other purpose/s than what it is intended to. Your consent will be requested should there be a need to use it for something else.