



Request for Computer Account

Send request to:

The Manager, ITC Services
Information Technology & Computing Services
PO Box 784
Suva, Fiji Islands

OR FAX: 300-954

All fields MUST be filled in. Non-government employees may enter 'N/A' for Employer No. And Grade Level/Post.
NB: Signed paper copies must follow FAX or e-mail copies.

First Name	Middle Initial	Surname
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Systems Required To Access :

- Dial Up Access
 PC Network
 VMS System

Applications Required to Access :

- E-Mail COGS GL
 Internet Immigration Payroll
 Intranet BDM

Job Title	Ministry / Company
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Department	Section or Unit
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Who you report to in Government (name and designation).

Government employees/contractors with computer accounts who report to you directly (name and designation)

Street Address (of your government office)

Postal Address (of your government office)

Phone No.	Assistant's / Alternate Phone No	Fax No.	Mobile no:
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Pager No.	Grade Level / Post	Date of Birth
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Emergency Contact Name	Emergency Phone Number
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List any other computer accounts (e-mail, VMS, etc.) held with ITC or Government – name both username and system (e.g. joebloggs on PAYROLL, jbloggs@govnet.gov.fj on email)

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I have read the E-mail Policy and will comply with the policy. For a copy of the policy, please refer to your HOD/Supervisor/Key Users.

- Yes No

I have read the Fiji Govt IT Policy

- Yes No

I have read the Password Policy

- Yes No

I have read the Internet Policy

- Yes No

Justification for computer account(s). Please explain the purpose of the access and why the requestee needs this access.

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Authorised by (Head of Dept. or equivalent)

Signature

Date

The following is for office use only

Username: _____
 Setup by: _____
 Quality Assurance Officer: _____
 System access level: _____

Authorised by: _____
 Manager, ITC Services _____
 Date: _____
 Date _____