

ITD-SD-04

Version : 02
Revision : 02
Effective Date:
05/2016



REQUEST/REVOKE ACCESS TO DATABASE/SYSTEM

Information Technology Division (ITD)
International Islamic University Malaysia

CUSTOMER'S INFORMATION

Full Name :		Staff No :	
Designation :		Email~@iium.edu.my :	
Phone Ext / Mobile Phone :		Department / Unit :	
Status of Appointment :	Permanent/Part-Time/Contract	Staff Type :	
Kulliyah/Centre/Division/Institute/Office (KCDIO) :			

TYPE OF SERVICE REQUEST

<input type="checkbox"/> Request For Access To Database / System	<input type="checkbox"/> Revoke Access to Database / System
<input type="checkbox"/> Other, Please Specify :	
Name of the System :	
User Type :	<input type="checkbox"/> Application User <input type="checkbox"/> Developer

Brief statement of problem / Details of Request (Attach additional documents if necessary)

RECOMMENDATION

Dean / Director / Head of Department / Head of Unit /
Assistant Director / IT Coordinator

Signature

Official Stamp

RECEIVED BY ITD SERVICE DESK

Report No :

ITD Service Desk : Tel : 03-61966666

Fax : 03-61966665

Email : servicedesk@iium.edu.my