



**THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT**



RORYA DISTRICT COUNCIL

USER ACCESS REQUEST FORM (EMPLOYEE)

Institution Details: LGA:.....Ward:.....Facility:.....

Requested Action:

Create New User Block Existing User Reset Password

Modify Existing User Current Role.....New Role.....

SECTION A: Personal Details (To be filled by Applicant)

Full Name:..... Check
Number:.....
Mobile Number:..... Designation:.....
Email/Username:.....Department:.....
Signature:..... Date:.....

SECTION B: System and Roles Requested (To be filled by Head of Department)

*Select a system you request and role (*Roles in the Appendix A attached)*

SYSTEM	ROLE REQUESTED	SYSTEM	ROLE REQUESTED	SYSTEM	ROLE REQUESTED
ASC <input type="checkbox"/>		FFARS <input type="checkbox"/>		SIS <input type="checkbox"/>	
MADENI – MIS <input type="checkbox"/>		CHF – IMIS <input type="checkbox"/>		LGRCIS <input type="checkbox"/>	
MUSE <input type="checkbox"/>		PLANREP <input type="checkbox"/>		MACHINGA-MIS <input type="checkbox"/>	
GOTHOMIS <input type="checkbox"/>		IFT-MIS <input type="checkbox"/>		GMS <input type="checkbox"/>	
SELECTION-MIS <input type="checkbox"/>		SEIFORM <input type="checkbox"/>			

Full Name:.....Designation:.....Department:.....
Signature:..... Date:.....

SECTION C: Management Approval (To be filled and stamped by Accounting Officer)

I hereby Approve/Disapprove the applicant named above access to the system (based on the requested actions).

Comments.....

Full Name:.....Designation:.....Department:.....
Signature:..... Date:.....

SECTION D: Head of ICT (To be filled by ICT Head/System Administrator)

I confirm that the requested action has been performed/Not Performed

Full Name:.....Designation:.....Department:.....
Signature:..... Date:.....