



I.T. Department –Help Desk Unit

User Access Request Form for Trainee's

Please Fill All Information:

Request information	Pager #		Location /Site	
	Full name		Department	
	Nationality		Ext. number	
	Employee no.		Job Title	
	Qualification		Job Type	Student Nursing Doctor Admin Others
	Dept. Head name			

Please Tick Your Required Service:

Available services	Phoenix HIS User Account		Magic View	
	Magic Web		Computer (outlook)	
	To apply any services please write your User Account			

	<input type="checkbox"/>	Modify Email Account	<input type="checkbox"/>	Modify User Account
	<input type="checkbox"/>	Disable Email Account	<input type="checkbox"/>	Disable User Account
	<input type="checkbox"/>	Activate Email Account	<input type="checkbox"/>	Activate User Account
	<input type="checkbox"/>	Change Password	<input type="checkbox"/>	Change Password
<input type="checkbox"/>	Forward Email Message	<input type="checkbox"/>	Add/Remove Permission	
<input type="checkbox"/>	Add/Remove From Group	<input type="checkbox"/>	Add /Remove Police	
<input type="checkbox"/>	Add Dictation Code	<input type="checkbox"/>	New Internet User Name	

Applicant's Declaration:

I ACCEPT ALL THE RULES AND REGULATIONS OF KAAUH FOR USING THE SERVICES, AND ALL THE ABOVE MENTION INFORMATIONS ARE CORRECT IN THE BEST OF MY KNOWLEDGE.

Applicant's Signature :

Date :

RTP Director/Supervisor Signature :

Date :

Comments:

Network administrator (complete this section when issuing user account details)

Account No.	User Account			For official use only
Done Date:	Done By:	I.T.	PACS Phoenix	