

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



USER ACCESS REQUEST FORM (EMPLOYEE)

Institution Name:

Region..... LGAFacility.....

Requested Action:

Create New User ☐ Block Existing User ☐ Modify Existing User ☐ Reset Password ☐

Operating Environment Production ☐ Testing ☐

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

Check Number: Full Name:

NIN (NIDA No):

Designation: Department:

Mobile Number: Email:

Signature: Date:

SECTION A-1: Personal Details of User to be blocked

Check Number: Full Name:

NIN

Designation: Department:

Mobile Number: Email:

ASC ☐	LGRCIS ☐	MADENI MIS ☐	MUSE ☐	eOffice ☐
PLANREP ☐	FFARS ☐	SIS ☐	SELECTION ☐	CHF IMIS ☐
GOTHOMIS ☐	GMS ☐	TPLMIS ☐	DOMAIN ☐	TAUSI ☐

Other system, specify

Specify requested system role (s)

Reason for Blocking User

SECTION B: Approval by Head of Department of the Applicant

I hereby *approve/disapprove* the request above.

Comments

Full Name:

Designation: Department:

Signature: Date:

SECTION C: Approval by Director of ICT

I hereby *approve/disapprove* the request above.

Comments

Full Name:

Designation:

Signature: Date: