

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



USER ACCESS REQUEST FORM (EMPLOYEE)

Institution Name: Region..... LGA Facility.....

Requested Action:

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

SECTION A: Personal Details

Check Number: Full Name:
 Designation: Department:
 Mobile Number: Email:
 NIN:
 Signature: Date:

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

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

ASC ☐	LGRCIS ☐	MADENI MIS ☐	MUSE ☐	IFT MIS ☐
PLANREP ☐	FFARS ☐	SIS ☐	SELECTION ☐	CHF IMIS ☐
GOTHOMIS ☐	GMS ☐	10% MIS ☐	DOMAIN ☐	TAUSI ☐

Other, specify

Comments

Full Name:
 Designation: Department:
 Signature: Date:

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

I hereby *approve/disapprove* the above named applicant access to the system based on the requested action

Comments

Full Name:
 Designation:
 Signature: Date:

SECTION D: Head of ICT (To be filled by ICT Officer)

I confirm that the requested action has been performed

Full Name:
 Designation:
 Signature: Date: