



Air Niugini General System Access Form

First Name

Surname

Staff Number

Designation

Department

Location / Port

Telephone Number

I would like to apply for:

<input type="checkbox"/> Domain Access	
<input type="checkbox"/> Email Account	
<input type="checkbox"/> Group mail membership	Group mail account name _____
<input type="checkbox"/> Internet Access	VNC # _____
<input type="checkbox"/> Door Access *	ID Card Barcode _____ Expiry Date: _____

* NOTE: If access to areas other than own work area is required, other area manager approval is required

Website URLs / Door Access details (Building, Floor, Door, Times from / to)

I have read the relevant IT Policy document and agree to abide by them. (*Information Technology Policy and Procedures Manual; Section 1 Code of Ethics; Section 2:1 to 2:4 Information Technology Policy*)

Signature

Date

Manager's approval
Signature / Name

Office Use Only	CASE ID # : _____
IT Manager approval _____	Domain account name _____
Webmaster <input type="checkbox"/> Doors <input type="checkbox"/> Internet <input type="checkbox"/> Group mail <input type="checkbox"/> Action officer _____ (Level 2)	Email account name _____
Date user advised _____	Action Officer _____ (Level 1)