



Province of the  
**EASTERN CAPE**  
HUMAN SETTLEMENTS

**Chief Directorate: Corporate Services – Information Communication Technology**

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**APPLICATIONS SUPPORT AND SYSTEMS DEVELOPMENT UNIT**

**MANAGEMENT INFORMATION SYSTEMS - USER CREATION/AMENDMENT FORM**

**OPTION SELECTION:**

CREATION	CHANGE/REVIEW	RE-ACTIVATION	TERMINATION/DE-ACTIVATION
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**USER DETAILS**

PERSAL NUMBER														USERNAME															
FIRST NAME & LAST NAME																													
EMAIL ADDRESS																													
LANDLINE NUMBER														MOBILE NUMBER															
PROGRAMME																													
CHIEF DIRECTORATE																													
DIRECTORATE																													

**SYSTEM PERMISSIONS (SELECT ONLY 1 SYSTEM PER FORM):**

- |   |                                |                               |                                       |  |
|---|--------------------------------|-------------------------------|---------------------------------------|--|
| <input type="checkbox"/> INTRANET                   | <input type="checkbox"/> Admin | <input type="checkbox"/> User | <input type="checkbox"/> Editor       |  |
| <input type="checkbox"/> OPMS                       | <input type="checkbox"/> Admin | <input type="checkbox"/> User | <input type="checkbox"/> Director     | <input type="checkbox"/> General Manager                             |
| <input type="checkbox"/> CUSTOMER CARE              | <input type="checkbox"/> Admin | <input type="checkbox"/> User | <input type="checkbox"/> Investigator |  |
| <input type="checkbox"/> BULK SMS                   | <input type="checkbox"/> Admin | <input type="checkbox"/> User |                                       |  |
| <input type="checkbox"/> PAYPOINT MANAGER           | <input type="checkbox"/> Admin | <input type="checkbox"/> User |                                       |  |
| <input type="checkbox"/> CONTRACTS MANAGEMENT       | <input type="checkbox"/> Admin | <input type="checkbox"/> User |                                       |  |
| <input type="checkbox"/> EMERGENCY HOUSING SYSTEM   | <input type="checkbox"/> Admin | <input type="checkbox"/> User | <input type="checkbox"/> Region       | <input type="checkbox"/> Contractor <input type="checkbox"/> Manager |
| <input type="checkbox"/> ANTI-CORRUPTION SYSTEM     | <input type="checkbox"/> Admin | <input type="checkbox"/> User |                                       |  |
| <input type="checkbox"/> IT SERVICE DESK            | <input type="checkbox"/> Admin | <input type="checkbox"/> User |                                       |  |
| <input type="checkbox"/> WEBSITE CONTENT MANAGEMENT | <input type="checkbox"/> Admin | <input type="checkbox"/> User |                                       |  |
| <input type="checkbox"/> OTHER:                     | <input type="checkbox"/> Admin | <input type="checkbox"/> User |                                       |  |

***Terms:** This account shall only be used by duly authorized persons for official purposes, and the account login details issued to an individual shall be kept secret and known only to that individual concerned. Physical and/or electronic audits of any/all equipment connected using this account may be performed at any time with or without prior notification. Discovered or learned violations of any aspect of the ECDHS ICT Policies may result in partial or complete suspension of this account with or without prior notification.*

**ACCEPTED** /  **REJECTED**

APPLICANT	SIGNATURE	DATE
<b>SYSTEM OWNER APPROVAL</b>		<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED
SYSTEM OWNER	SIGNATURE	DATE
<b>SYSTEM CONTROLLER - IMPLEMENTATION DETAILS</b>		
COMPLETED BY	SIGNATURE	COMPLETED DATE
<b>ICT GOVERNANCE</b>		<input type="checkbox"/> FULLY COMPLIANT <input type="checkbox"/> NOT COMPLIANT
COMPLIANCE CHECKED BY	SIGNATURE	DATE

