

**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 <input type="checkbox"/>	LGRCIS <input type="checkbox"/>	MADENI MIS <input type="checkbox"/>	MUSE <input type="checkbox"/>	IFT MIS <input type="checkbox"/>
PLANREP <input type="checkbox"/>	FFARS <input type="checkbox"/>	SIS <input type="checkbox"/>	SELECTION <input type="checkbox"/>	CHF IMIS <input type="checkbox"/>
GOTHOMIS <input type="checkbox"/>	GMS <input type="checkbox"/>	10% MIS <input type="checkbox"/>	DOMAIN <input type="checkbox"/>	TAUSI <input type="checkbox"/>

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: .....