**Network Account Request**

|  |  |
| --- | --- |
| **Kindly fill the following fields:** |  |
| Full Name (English): |  |
| Joining Date: | 26-Feb-24 |
| Company Name: | SEDCO Capital |
| Department Name: | Choose an item. |
| Mobile No.: |  |
| Job Title: |  |
| Office Location: | SEDCO HQ – Red Sea Mall South Tower |
| Line Manager |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Other IT services** | |  | | | |
| Folder Access: |  | | |  | |
| Network Printer: | SC\_Xerox on sedcosrv237 | | |  | |
| E-Mail/E-Mail Group: |  | | |  | |
| Internet Access: |  | | | | |
|  | | | | | |
| **\* For SEDCO building employees** | | | | | |
| Create new Tele ext.: |  | | | | |
| Voice mail: |  | | | | |
| National calls privilege: |  | | | | |
| International calls privilege: |  | | | | |
| Justification: |  | | |  | |
|  |  | | |  | |
| **Approvals** | |  | | | |
| Initiator’s Manager Name: |  | | | |  |
| Telephone No.: |  | | | |  |
| Signature and Date: |  | | | |  |
|  |  | | | |  |
| **HR Approval:** |  | | | |  |
| HR Manager Approval: |  | | | |  |
|  |  | | | |  |
| **For IT Department only** |  | |  | | | |
| SC - IT Approval: |  | |  | | | |
| SH - IT Approval: |  | |  | | | |
| Network Account Created By: |  | |  | | | |
| New ID Account: |  | |  | | | |
| Account Creation Date |  | |  | | | |