**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 |  |  |