



Logical Access Request Form IT Services (For Students)

Access Request
Form No.

Personal Details in Capital Letters (To Be Filled By Student)						
Student Name:						
Session & Batch:		Roll No:				
Specialization if any		Date of Admission:				
Email Address						
Access Request:	<input type="checkbox"/> Email	<input type="checkbox"/> LMS	<input type="checkbox"/> CMS	<input type="checkbox"/> Internet	<input type="checkbox"/> Domain	<input type="checkbox"/> Turnitin <input type="checkbox"/> VPN
Type of Access: (To be filled by IT Officer)	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary (Duration From ___/___/___ to ___/___/___) <input type="checkbox"/> Contractual <input type="checkbox"/> Vendor Personnel <input type="checkbox"/> Contractors					
Access Level (To be Filled by IT Officer)						
<input type="checkbox"/> Administrator	<input type="checkbox"/> Power User	<input type="checkbox"/> Network User	<input type="checkbox"/> Guest Access			
Student Section Approval (For Day-Scholar)						
Name	Designation	Signature	Date			
Reason if Disapproved:						
Hostel Warden Approval (For Hostelites)						
Name	Designation	Signature	Date			
Reason if Disapproved:						
To Be Filled By The Respective IT Officer (After Granting Access)						
Access to Application Granted	Name	Designation	Signature	Date		
User ID:						
Expiration Date:						
Verification Director(I.T)						
Name	Designation	Signature	Date			
Remarks:						

Disclaimer: Your Login Account and Password must be kept confidential. Passwords should never share or exposed to others. You will not let anyone else access your account or do anything that might put at risk the security of your account. You are responsible for the confidentiality and use of all IDs, passwords in connection with the IT services of RMU.

Students's Signature
Date: