

UNIVERSITY OF THE FREE STATE

USER ACCESS REQUEST FORM

Type	Yes / No
New user	Y
Termination	
Departmental transfer	
Change of access	

Affected employee details	
First name	Thuto
Surname	Kgosiemang
Title	Miss
Employee number	0893235
Department	Library & Information Services
Job description	Librarian
User ID	KgosiemangT
Email address	KgosiemangT@ufs.ac.za

Service Desk Task	
Ticket Number (Task Nbr)	

ACCESS REQUIRED

Peoplesoft System	Roles
HR	
Campus Solutions	Add Application, Admission, Matriculation, Term activation, Quick Enroll, Awarding of qualification, Correct History
Financials	
Oracle Database	

Please grant user access similar to	
User ID	
Name of Employee	
PeopleSoft System	

Service Indicator Security / Other Special permissions	
Service Indicator Security	
Details of other permission	

Data owner/ Business module owner or person authorised to grant the access	
Title Initials Surname	Jeannet Molopyane
Department	Library and Information Services
Signature	

Sign Off by Security Administrator (ICT Services)	
Name	Date

This form should be completed by the super user that has been granted authority to approve access rights. In the event that the super user does not have authority to approve access rights this form will need to be forwarded to the Module Owner for Sign-Off. ICT assume that USER received training to use role/access.