System Access Request (SAR) Form

**Directorate of Social Development**

# MIS SECTION System Access request (SAR)

1. **Gaining Management Information System Access**

To gain access to the CDMIS’s resources, this form must be duly completed and signed for record keeping. It is assumed that the system operations knowledge has already been acquired.

# Confidentiality Statement

All system access is provided for official business of the Directorate of Social Development. Any other use may violate the respective privacy policies and acts. Unauthorized distribution, reproduction, modification or deletion of any information outside the intended and approved use is strictly prohibited. Illegal access or misuse of this account is punishable by fine, dismissal and/or imprisonment. Further, CDMIS is for authorized users only. An enhanced audit trail functions capturing all the activities of all system users.

# Type of Request

Initial Setup Deactivation Reactivation Additional Access

1. **Resources to Access (*Tick where Applicable)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Information*** | ***Access Rights*** | ***Add Rights*** | ***Edit Rights*** | ***Delete Rights*** |
| 1. Community Group Registration and Management |  |  |  |  |
| 1. Economic Inclusion Programme |  |  |  |  |
| 1. Volunteerism |  |  |  |  |
| 1. Case Management |  |  |  |  |
| 1. Reports |  |  |  |  |
| 1. System Security |  |  |  |  |
| 1. System Administration |  |  |  |  |

# User Information

Name Official Email PF NO. Mobile

Designation ID NO.

Sub – County County

I confirm having read and understood the requirements and expectations of this System Access Form. I furthermore certify the authenticity of the information provided.

Sign Date

# Approval or Endorsement of Access (Supervisor)

*If by reporting line: If by Company/Agency*

Name Name

PF NO Authorizer

Designation Designation Sign Sign

Date Date

Stamp

1. **Enforcement of Access *(By the Management Information System Department)***

*The Created System User Account Details:*

**User Name** is your email address. **Password** will be sent to this email address upon creation of User Account.

**User Group**

*The creator of System User Account:*

Name: PF NO:

Designation: Sign: Date: