

NEW USER CREATION/ USER PASSWORD RESET/ USER DELEGATION AMENDMENT FORM

CREATE NEW USER **AMEND EXISTING USER** **TERMINATE USER**

| | | | | | | | |
|------------------|-----|-----|------|------|-----|--|--|
| First Name | | | | | | | |
| Surname | | | | | | | |
| Initial(s) | | | | | | | |
| Title | Ms. | Dr. | Miss | Mrs. | Mr. | | |
| PERSAL Number | | | | | | | |
| ID Number | | | | | | | |
| Region/District | | | | | | | |
| Telephone Number | | | | | | | |
| Mobile Number | | | | | | | |
| Email Address | | | | | | | |
| Username | | | | | | | |

Required Amendment(s) [tick where required]:

PASSWORD RESET REQUEST

| | | | | | | | | | | | | | | | | | |
|--------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| New Password | | | | | | | | | | | | | | | | | |
|--------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

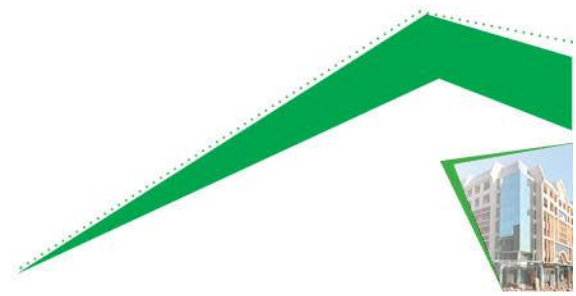
USER DELEGATION AMENDMENT REQUEST

CAPTURER JOB SEEKER COMPANY HEAD OFFICE MANAGER

Call logged?
Yes No

ICT SUPPORT HELPDESK REFERENCE NUMBER

| | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|



TAKE NOTE:

- Your New Password must be between 8 and 15 characters. DO NOT use Persal as Password.
- Your New Password must be written in the space provided else it will not be reset.
- This form must be signed by the User whose password has expired & the Supervisor.
- Allow up to 30min before attempting to Log in after submitting form. Please contact the numbers provided below if password has not been reset after 30min.

Signature: **USER** _____

Signature: **SUPERVISOR** _____

ICT OFFICE USE ONLY

| | | | |
|-------------|--|----------------|--|
| RECEIVED BY | | DATE COMPLETED | |
|-------------|--|----------------|--|

AMATHUBA SUPPORT CENTER DETAILS

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