Republic of the Philippines
CEBU NORMAL UNIVERSITY
Osmeña Blvd. Cebu City, 6000 Philippines

Information and Communication Technology Office
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Telefax No.: (+63 32) 253 9611
Email: icto@cnu.edu.ph;
Website: www.cnu.edu.ph

USER ACCESS REQUEST FORM

User Details

First Name	
Last Name	
System user name	
Department	

Contact Details

(Please enter an email address or phone number so that we can contact you if we need any further information or for notification when the access has been granted).

Telephone Number	
Email Address	

Nature of Access Request (tick):

New or Additional Access		**Disable Access (Access no longer required)**	
Modify Existing Access		**Other (please specify below)**	
Other:			

Access Required (please list below access affected by this request)
(Tick 'Add', 'Remove' or 'Modify' as appropriate and indicate if Read Only (RO) or Read/Write (RW))

System Module Name (eg. enrolment, grades entry, student ledger)	**RO / RW**	**Add permission**	**Remove permission**	**Modify permission**

Access Approval by the High Compliance Project Leader or Data Manager

Access Authorized by (print name):	
Access Authorized by (Signature):	
Date:	

Access Granted by ICTO:

User Matrix updated	
OMAR B. ROMA **Name:** **Signed:** **Date:**	