KISII UNIVERSITY
INFORMATION COMMUNICATION TECHNOLOGY

Request /Validation for Access/Permissions to the ABN Unisol ERP system

☐ New User	☐ Existing User	
EMPLOYEE NAME		
PF NO.	CELL NO:	
EMPLOYEE EMAIL ADDRESS		
EMPLOYEE'S POSITION TITLE		
EMPLOYEE'S DEPARTMENT		

The system access rights to be granted as per the roles and responsibilities listed below:

USER ROLES AND RESPONSIBILITIES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

I hereby certify that this employee is required to have access to the ABN Unisol ERP system in order to perform the indicated roles & responsibilities, and that I am responsible for supervising the use of this permission.

SECTION HEAD NAME: ……..

Signature: ………………………………………………………………… Date (dd/mm/yyyy): ………………………………………………….

I hereby certify that I am required to have access to the ABN Unisol ERP system as indicated and that I will maintain security of my access and will not permit anyone to use my user name or my password. Further, I will not misuse this access to obtain information that I should not obtain, nor will I misuse this access in any manner.

EMPLOYEE NAME: ……..

Signature: ………………………………………..……………… Date (dd/mm/yyyy): ……………………………………………………..

I have reviewed this request and have determined that it complies

ICT MANAGER NAME: ……..

Signature: ………………………………………………………………… Date (dd/mm/yyyy): …………………………………………….

I have entered the request into the system according to the user management policy

ABN Unisol ERP SYSTEM ADMINISTRATOR NAME: ……………………………………………………………………………………

Signature: ………………………………………………………………… Date (dd/mm/yyyy): …………………………………………….