****

**ICT SERVICES ACCESS REQUEST FORM**

This form is used to request access to ICT services for new and existing staff members. It must be completed by the School/Directorate/Department/Project where the staff member belongs.

1. **Instructions:**
2. Complete the form electronically. All fields are mandatory
3. Save the form as PDF
4. Submit the completed form to helpdesk@kuhes.ac.mw, ensuring that the Director, Head of Department, Executive Dean, or Project Investigator is copied (cc'd) in the email.
5. **Personal Information:**

**Title**: Choose an item.

**Surname**: Click or tap here to enter text.

**First name**: Click or tap here to enter text.

**Gender**: Choose an item.

**Engagement period**: Choose an item.

**School/Department/Division/Project**: Click or tap here to enter text.

**Position/Role**: Click or tap here to enter text.

**Contact Information**:

* **Private Email Address**: Click or tap here to enter text.
* **Phone Number**: Click or tap here to enter text.

1. **Service(s) required:**

Tick service(s) required:

1. Internet
2. Email
3. KUDLE
4. SARIS
5. Employee Self Service (ESS)
6. RPLUS 
   1. Employee Grade: Click or tap here to enter text.
7. **Other Specify** Click or tap here to enter text.
8. **To be completed by requesting Directorate/School/Department/Project**

**Name of requisitioner (full name):** Click or tap here to enter text.

**Date**: Click or tap to enter a date.