Caritas Chama Applications Request sheet

To: ICT Manager: _____Date_____

Country	☐ Kenya
Region	☐ Nairobi ☐Thika ☐Kiambu ☐ Nyeri ☐ Nakuru Write if not listed _____
HQ/ Branch/ Diocese	☐ Head Office ☐ Cardinal Otunga ☐ Corporate Branch ☐ Kawangware ☐ Donholm ☐ Thika ☐ Karuri ☐ Karen ☐ Nyeri ☐ Nakuru Write if not listed _____
Nature of Group (where applicable)	☐ Diocese ☐ Parish ☐ Self help Group ☐ CMA ☐ Unregistered Group ☐ CWA ☐ Youth ☐ Registered Group
Name of the User:	
User Name (if already assigned):	
Department	
Email	
Mobile Number	
Identification Number (ID) Number	
Reason for request/ change of user level	
Designation:	
ACCESS RIGHTS REQUESTED FOR:	
Application name:	☐ Caritas Chama
Purpose:	Caritas Chama software and related applications, applicable to anyone requesting system access.

Users Passing Levels	**Status**			
	Current Staff Level	**Requested Staff Level**	**Declined**	**Approved**
Bank Super Admin				
Administrator	☐	☐	☐	☐
Auditor	☐	☐	☐	☐
Customer Service	☐	☐	☐	☐
IT Help desk	☐	☐	☐	☐
Chairperson	☐	☐	☐	☐
Treasurer	☐	☐	☐	☐
Secretary	☐	☐	☐	☐
Patron	☐	☐	☐	☐
Other specify	☐	☐	☐	☐

Change of System Branch to Access		
User Passing Level	**Current Branch**	**New Branch**
Reason for the change request		
Are the rights temporal?	YES ◯	NO ◯
If yes, for how long in days?		

	Name	**Date**	**Signature**
Requested by:			
Approved by:			

Do not write in space below (To be filled in by ICT department)

Passing Level Mapped		
Comments		
Created By	**Date:**	**Sign:**
Supervised By	**Date:**	**Sign:**