ITREQ1-WCED	IT SERVICES REQUEST FORM: SCHOOLS & SERVICE PROVIDERS (Version 1.0)

CONTACT DETAILS

School	Site Name:	
EMIS NUMBER:	
Education District	

SERVICES REQUIRED

Please indicate the service(s) required by ticking the relevant block(s) below

Create a new Active Directory user account:	
Deactivate an Active Directory user account:	
Move an existing Active Directory user account:	
* VPNra Access: Schools VPN:	

 * **Please note that for VPNra Access an online application <u>must</u> be completed on http://www.osis.gov.za/main/service.htm.**

WCED/SGB/CONTRACT EMPLOYEE

NO	NAME	SURNAME	POSITION	EMPLOYMENT STATUS

SERVICE PROVIDER: VPNra ACCESS

NAME	SURNAME	SERVICE PROVIDER NAME	CONTACT NO
EMAIL ADDRESS			ONSITE SERVER IP TO ACCESS

SIGNATURES

- **I hereby certify that the above-mentioned employee requires the services as requested above.**

Signature of Principal		Date:	
Name and Surname		Email Address	

Please Note: Schools IT Service desk must be informed of any changes of Service Providers providing IT support via VPNra access.

WCG OFFICIAL USE			SCHOOL STAMP
NAME & SURNAME	DATE	SIGNATURE	

Please submit form to Schools Service Desk via e-mail at SchoolsIT.ServiceDesk@westerncape.gov.za.