



KOSO INDIA – New / Modified User Form

Please complete and return to – IT-DEPT

Name of User: _____

Start Date: _____ Emp No: - _____

Dept.: - _____ Job Title: _____

“To Be Filled by LT Dep”

User Name: - _____ New Old

Name of existing employee to copy from (if applicable): _____

This User will require access to the following systems:

ERP LN OLD ROLES _____ New roles _____

Microsoft Outlook Email Id: - _____

Web-Sizing User-name: - _____

Internet

Data Card Data Card No: - _____

Other Please Specify: _____

Will this user require remote access functionality for working away from the office?

Vpn User Name: - _____ Yes / No

Equipment

Please state any equipment this user will need (N/A if using existing equipment):

PC Asset ID/Serial No: _____

Laptop Asset ID/Serial No: _____

Desk Phone

Other Please Specify: _____

Employee Sign: _____

IT (HOD) : _____ Date:-

Head of Department: _____ Date:-