<Organisation Name>

Account Approval Request Form [Template]

<Document Version & Date>



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**How to use this template document**

This is a template document. It contains suggested or recommended content.

It is content that can be freely added to, moved, modified, or deleted.

Do not feel obliged to use the content as is if it does not suit your organisation.

You should read and adopt, adapt or remove, as appropriate!

What to do:

1. This document uses generic text for certain items that need to be updated by the organisation. These template text items are formatted in red with angle brackets (e.g. <Organisation Name> representing the organisation’s name), and should be updated to replace the template text with appropriate text specific to the organisation.
2. Using global replace, change <Organisation Name> to the organisation’s name
3. On the front page and in the page headers, change the Document Title to remove
“ [Template]” from the title, if present
4. On the front page and in the page footers, update the <Document Version & Date> to a new version of this document after your editing, and as you edit it in the future; e.g. V1.5 2025-05-05
5. Edit the document header to include the organisation’s logo, or remove the <Organisation Logo> template text
6. Find any other template text items and update them with the appropriate text for the organisation
7. Sometimes <there will be additional usage guidance formatted in blue like this comment> – it provides guidance and a reminder that the content can be freely edited to make it appropriate for your organisation
8. Review all the content and change anything as required to meet the organisation’s requirements and circumstances – sections and text can be modified, moved, deleted or added
9. Update the Contents table after updates by clicking on “Contents” and “Update Table…”; you may occasionally be prompted and can “Update entire table”
10. When ready, delete these instructions on this page and update the Contents again
11. Save the updated document

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# Account Approval Request Form

<Modify this form and make it available as a single page, as appropriate.>

This document is the Account Approval Request Form for <Organisation Name>.

Complete this form for all Account Requests and provide it (on paper or electronically) to <Person’s Name>.

**Requestor**

First Name: Last Name:

Email: Telephone:

Organisation (if not <Organisation Name>):

Role:

**Resource Information**

System/Application/Network Equipment Name:

Reason for Request:

**Account Information**

Account Name (if known):

Existing Account Owner (if not Requestor):

Existing Account Access (if relevant/known):

Access Requested: Standard / Privileged / Other (specify)

Date Required By:

Duration of Requirement: Permanent / Other (specify)

Requested Action: Create / Modify / Suspend / Enable / Delete / Other (specify)

Signed: Date:

**Office Use Only**

Received Date: Received by:

Approver: Approval: APPROVED / REJECTED / Other (specify)

Approval Date: Comments:

Implementer: Implementation: COMPLETE / Other (specify)

Implemented Date: Comments: