MACHAKOS UNIVERSITY
ENTERPRISE RESOURCE PROGRAMME (ERP)
Access Rights Form

The form should be completed and forwarded to the ICT Directorate, in person, or by scanning and sending to sysadmin@mksu.ac.ke

User Details

First Name:	
Last Name:	
PF NO:	
University Department/school:	
Telephone number:	
Email Address:	
Position/Job Function:	

Nature of Access Request (tick):

New or Additional Access		**Disable Access (Access no longer required)**	
Modify Existing Access		**Other (please specify below)**	
Other:			

User training and satisfaction on use of the enterprise resource programme (ERP)

User training and satisfaction	☐ **poor**	☐ **good**	☐ **very good**	☐ **excellent**

User Agreement

By signing this form, I certify that I have read and understood the statement and that my username and password are to be kept confidential. Should I share this information, without prior permission my access will be revoked.

User Signature:	Date Signed:

Head of Section/Department Approval

By signing this form, I approve this employee for access requested on the subsequent pages, Access will not be granted via verbal confirmation

Approved by (Name)	
Approved by (sign)	
Date:	

Access Granted by

Name:	
Signed:	
Date:	

Access Request—Check Requested Items

Access will only be granted if the proper access check box has been checked, courses have been completed, and the functionality is required to perform your job.

Timetabling

☐ Study Timetable Processing   ☐ *Timetable Administrator*

☐ Exam Timetable Processing

☐ Study Scheduling

☐ Exam Scheduling

☐ Rooms

☐ Lecturers

☐ Study Timetable Reports

☐ Exam Timetable Reports