Microsoft Navision ERP User Access Form

Please submit this form when processing any request for new/deactivation/modification/deletion of user access.

Enter the details of the Access Request *(To be filled by ERP System Administrator)*		
Employee ID: (of user)	**Employee Name:** (of user)	**Active Directory ID:** (of user)
Date Requested:	**Expiration Date:**	**Action Requested:** ☐ Add ☐ Deactivate ☐ Modify ☐ Delete
Additional Comments (If any):		
Access/Deactivation/Modification/Deletion Approval *(To be filled by member(s) of Review Committee)*		
Action to be taken:		
Name: (of approvers)	**Signature with Date:**(of approvers)	
Application Setup *(To be filled by ERP System Administrator)*		
Name: (of administrator)	**Date of Action:**	**Signature with Date:** (of administrator)
User Activation/ Deactivation/Modification/Deletion *(To be filled by ERP System Administrator)*		
Date of Training:		**Signature:**(of system administrator)
Date of Activation/ Deactivation/Modification/Deletion:		**Signature:**(of system administrator)