**Jaypee Univeristy of Information Technology, Waknaghat Solan H.P**

REQUEST FOR CREATION OF SOPHOS ID, WEBKIOSK ID, EMAIL USER ID

TO: HEAD, SERVER ROOM

 Initiated by Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_

 Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Empolyee No / Roll No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Present email id, if any:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mobile Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{Note: Please fill all the above fields and tick (✓) the services you are requesting for}

Sophos Account Email id

Webkiosk

Forwarded and Recommended to Server Room

SIGNATURE OF HEAD

(Head of Department)

To be filled by Server Room Received on dated:\_\_\_\_\_\_\_\_\_\_

Sr. No.\_\_\_\_\_\_\_\_\_Job assigned to :

(Server Room Incharge)

|  |  |
| --- | --- |
| Sophos Account Name |  |
| Email id |  |
| Webkiosk ID |  |

(System Analyst)