Jaypee University 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)