Server Access Request

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| Note: | This form should only be completed when access to live (production) systems is required. When complete, please forward this form to the CTRC IS Manager. |

|  |  |
| --- | --- |
| **Name** |  |
| **Email Address** |  |
| **CTRC Division/Site** |  |
| **Start Date** |  |

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| --- | --- | --- |
| **Server/Application** | **Access Type** | **Reason** |
| IMPACT REDCap | Data entry at site | Remote data capture |

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| --- | --- | --- | --- |
| Requested By |  | Date: |  |
| Authorisation From[1] | Abdurrahman Islim | Role: | IMPACT Study Lead |
| Signature | Email Approval | Date: |  |

[1] Authorisation can be provided by the Head of Department, Trial Statistician, Senior Data Manager, IS Manager or appropriate supervisor in the delegation log. If the approval from the delegation log is used a copy of that approval (screen shot) should be attached to the request.

**Electronic signatures, an email from the authoriser or screen shot of sign-off in the delegation log are acceptable on this document.**

**Please attach a copy of the authorising email/screen shot to this document or if this document has been completed electronically then please store a copy of the authorising evidence with it.**

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| **CTRC IS Use Only** | |
| Date received (dd/mm/yyyy) |  |
| Actioned By |  |
| Actioned On (dd/mm/yyyy) |  |
| Access revoked on (dd/mm/yyyy) |  |
| Access revoked by |  |
| Reason for access removal | User left  User Changed division  Other: |