

**FORMULIR PERMINTAAN AKSES VPN**

ITD-01/FRM-24/REV-00

**No. Ticket***Ticket Number*        -    **NIK***Employee Number*      **Nama Lengkap***Full Name (Max 20 Char)*                **Karyawan***Employee* Dosen *Lecturer*  Staf *Staff*  YPPH *YPPH*  Lainnya \_\_\_\_\_ *Others***Fakultas/Unit***Faculty/Unit*              **No. Handphone***Phone Number (if required)*           **Ext.**     *Extension***\*) Email***Email*

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**Pilihan VPN***VPN Choice* SofiXP/Menu Maker *Sistem Informasi Akuntansi*  OPCS *Oracle Peoplesoft Campus Solution*  UPH WEB Admin *UPH Website Content*  
 HRIS *Human Resource Information System*  Perekam Video Digital CCTV *CCTV Digital Video Recorder***Keperluan***Purpose* Produksi\*\* *Production*  Pengembangan *Development*  
 Pemakaian Operasional *Operational*  Lainnya \_\_\_\_\_ *Others***Pengguna***User* Internal (UPH) *Internal*  Eksternal (Konsultan/Principals) *External*

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**Tanggal Pemakaian***Date (DDMMYYYY)*        **sampai**        *up to***Catatan:***Remarks*

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\*) Email wajib diisi karena pemberitahuan username dan password akses VPN akan dikirimkan melalui email tersebut  
*Email required because VPN Access username and password will be sent to this email account*

\*\*) Membutuhkan Persetujuan dari Direktur ITD  
*Need approval from ITD Director*

**Business Owner :**

1. HRD and Legal Aspect untuk HRIS
2. Finance Department untuk SofiXP
3. IT Directorate untuk Menu Maker, OPCS, dan CCTV Server

**Diajukan oleh,***Requested by,***Diketahui oleh,***Acknowledged by,***Disetujui oleh,***Approved by***Diterima oleh***Received by,*

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*(Name & Date)*

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*(Dean/Director/Manager/Section Head Name & Date)*

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*(Director of Business Owner/ITD Director Name & Date)*

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*(Service Desk Name & Date)*