



**UNIVERSITAS PELITA HARAPAN**  
SISTEM PENJAMIN MUTU INTERNAL

**LAYANAN AKSES (APLIKASI & NON APLIKASI)**  
*Access (Application & Non Application) Services*

No. Dok : FOR02/PRO02/STA26/SPMI-UPH

Revisi : 0

Tanggal : 22 Agustus 2016

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**No. Ticket**  
Ticket Number

-

**NIM/NIK**

Student/Employee Number

**Nama Lengkap**

Full Name (Max 20 Char)

**Posisi**  
Position

Dosen Lecturer  
  Staf Staff  
  D4 D4  
  S1 S1  
  S2 S2  
  S3 S3  
  UPHC UPHC  
  Lainnya Others \_\_\_\_\_

**Fakultas/Unit**

Faculty/Unit

**\*No. Handphone**

\*Phone Number (if required)

**Ext.**

Extension

**Email**

Email

**Jenis Layanan**

Type of Services

Baru New  
  Ganti Password Reset Password  
  Hapus Akun Deletion  
  Perpanjang Akses \*) Extend the Active Period  
 Akses Sementara \*) Temporary Access  
 Tutup Akses Close Access  
 Tambah Akses \*) Add New Access

**Aplikasi/Sistem**

Application/System

Office 365 Office 365  
  WiFi WiFi  
  OPCS OPCS  
  SOFI SOFI Client  
 MYC Meal MYC Meal  
 Menu Maker Menu Maker  
 Moodle Moodle  
 Situs Website \_\_\_\_\_  
 Akses Pintu Door Access \_\_\_\_\_

Kartu Pengunjung, No Form Tanda Terima Visitor Card

**Tanggal Mulai**

Start Date (DDMMYYYY)

**\*) Selesai**

End Date (DDMMYYYY)

**Keperluan**

Purpose

\_\_\_\_\_

**Syarat dan Ketentuan** *Term and Conditions* :

- Menjaga informasi dan hanya menggunakan akses ini sebagai bagian tugas dan tanggung jawab di Universitas Pelita Harapan.**  
*Safe informations and only access/use it as part of the duties and responsibilities in Pelita Harapan University.*
- Menyebarkan informasi pribadi dan rahasia adalah pelanggaran.**  
*Disclosing personal and confidential informations constitutes a violation.*
- \*\*) Beberapa akses data atau informasi di sistem harus menyertakan persetujuan dari pemilik data tersebut**  
*Some access of data and information in the system need approval from Business Owner.*

**Diajukan oleh,**  
Requested by,

**Diketahui oleh,**  
Acknowledged by,

**\*\* ) Persetujuan dari Pemilik Data**  
*Approval from Business Owner*

**Diketahui oleh,**  
Acknowledged by,

**Diterima oleh,**  
Received by,

\_\_\_\_\_  
(Name & Date)

\_\_\_\_\_  
(Dean/Director Name & Date)

\_\_\_\_\_  
(Academic Unit (ADAK)/Finance  
Department/Admission/ITD Director  
Name & Date)

\_\_\_\_\_  
(Service Desk/Application Service  
Name & Date)