

# Access Rights Change Authorization Form

Date:

Requestor Name:

Department:

Employee ID:

## Business Platform(s) Information

Platform	Current Access Level	Requested Change	Reason for Change
<input type="text" value="e.g., SAP, CRM, etc."/>	<input type="text" value="e.g., User, Admin"/>	<input type="text" value="Select"/>	<input type="text" value="e.g., Role change"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>

Additional Remarks:

Requested by:

\_\_\_\_\_  
Date: \_\_\_\_\_  
Department Head/Manager  
Approval:

\_\_\_\_\_  
Date: \_\_\_\_\_  
IT/HR Authorization:

\_\_\_\_\_  
Date: \_\_\_\_\_