

User Role Assignment Document

Application:

Date:

___ / ___ / _____

User Details and Role Assignment

User Full Name	User ID / Login	Department	Assigned Role(s)	Access Level	Remarks
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Role Description Reference

Role Name	Description
_____	_____
_____	_____

Approval

Prepared by: _____

Signature: _____

Name: _____

Approved by:

Signature: _____

Name: _____