

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: _____