**Domain Access Specification Form**

**NOTICE:** The applicant’s manager must sign the document. Please do not write on this document only signatures in pen and ink are allowed.

**Audit Information**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ID Number: |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Department - Province: |  | | | | | | | | | | | | |
| Who do you report to (your manager’s name)? |  | | | | | | | | | | | | |

**NOTICE**: You must set up and maintain your signature information

**Domain Information (Will appear on Outlook and Teams contact information to identify you)**

|  |  |
| --- | --- |
| Nick Name (What name are you known by): |  |
| Surname: |  |
| Branch Physical address: |  |
| Your job title |  |
| Telephone Number |  |
| Extension |  |
| Mobile number (optional if private) |  |

Please read and sign this declaration form to ensure that you are aware of the Information Technology policies and procedures in respect to adding Bidvest Protea Coin data in OneDrive.

**Introduction:**

1.Read the educational material on https://calm.proteacoin.co.za/ provided by the IT department.

2. Direct questions and concerns if not presented or explained in the provided material to Helpdesk@proteacoin.co.za.

3. Draft an email, with as much detail as possible regarding any problems experienced and send it to Helpdesk@proteacoin.co.za don’t forget to note the ticket number for future reference.

**The declaration:**

1. I can access the educational documents on https://calm.proteacoin.co.za/ and I understand that it is my responsibility to make myself aware of how the technology works.

2. I understand it is my responsibility to ensure that all company related data owned by myself is added to OneDrive or a Teams site.

**Limitations**

1. I understand that OneDrive will not synchronize over 3G. In the event that I need to work offline, it is my responsibility to plug in to the network periodically and check that the sync is working.

2. Email archives files will not be included in the OneDrive sync and needs a specific application.

The length of the file name including its folder location (folder and subfolder names) may not be longer than 256 characters in total. Folder names should not exceed three words.

I declare that I understand the above and my responsibility as an employee of Bidvest Protea Coin and the information technologies provided by Bidvest Protea Coin.

**USER FULL NAMES**\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **SIGNATURE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MANAGER FULL NAMES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MANAGER SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE**  \_\_\_\_