

# User Application Form ERCAS

Anda dapat mengunduh file formulir yang diperlukan untuk form request application ERCAS melalui tautan berikut.

[User Application Form ERCAS Download di sini](#)

First Name *	1	Last Name *	2
Department	3	Employee Number (NIK) *	4
Company & Location	5	Telephone & Ext.	6
Email *	7		

**8 Server Environment \***

☐ Production ☐ Testing ☐ Development

**9 Changes Classification \***

☐ New User ID ☐ Change Authorization ☐ Delete/Inactive User ID

**10** Valid Until : \_\_\_\_\_

**11 Reason for access & Purpose \***


**12 System Name \***

☐ ERCAS

**13 Role \***

**14 Vertical / Grup Function \***


**Terms and Conditions Governing Access to Erajaya Group Companies Computing Facilities**

- Every user account will be issued a temporary password. The temporary password of the user account will automatically expire the first time the user logs into the system. The user will be required to key in a new password of his / her choice when the password has expired.
- If the password(s) is / are exposed or suspected to be exposed to any other person(s), the user shall immediately change the password(s) OR immediately notify his/her local IT Security Administrator to instruct for changes in password(s). In addition, any tampering of passwords or attempts to guess passwords is strictly prohibited. Unattended workstation must be secured with password-protected screen-saver.
- The user ID shall be used only during its approved validity period to perform the required job function as authorised. The validity period shall be deemed to expire in the event a user is transferred from current job position, relieved of current duties, go on long leave of absence, expiry of any contractual services and/or upon staff ceasing to be in Erajaya employment. The user and / or his Management shall be responsible for notifying the Security Administrator on the above or changes thereof.
- Erajaya reserves the right to monitor, investigate and record users computing activities. In the event of any suspected or proven violations of these Terms and Conditions. Erajaya reserves the right to revoke any access without prior notice. In addition, Erajaya shall also reserve the right to add, delete or amend these Terms and Conditions accordingly.
- In event, a user does not wish to be bound by these Terms and Conditions, no User-ID will be granted or User-ID will be revoked, whichever is applicable.

I have read, understood and will concur to the terms and conditions as stated above.

**15** Signature : \_\_\_\_\_  
Date : \_\_\_\_\_

<b>16 Applicant's Manager *</b>	<b>17 Human Capital/Resources *</b>
Name : Date :	Name : Date :

) \* Mandatory

## Attachment from Login Form

NIK <small>4</small>	Full Name <small>18</small>	Email (name@erajaya.com) <small>7</small>	Role <small>13</small>	Grup Function <small>14</small>

NO.	Field	Description
1	First Name	Nama Depan
2	Last Name	Nama Belakang
3	Departement	Departemen karyawan yang request
4	Employee Number (NIK)	Nomor Induk Karyawan
5	Company & Location	Company: Asal PT karyawan yang request Location: Lokasi Karyawan
6	Telephone & Ext.	No Telp/HP
7	Email	Harus email corporate. Bila belum ada isikan email corporate atasan, sehingga Informasi untuk New User Login dapat dikonfirmasi User ID dan password ke atasannya.
8	Server Environment	System aplikasi yang digunakan, dicentang berdasarkan kebutuhan <ul style="list-style-type: none"> <li>• Production: LIVE (digunakan oleh user di cabang)</li> <li>• Testing: Untuk training / user</li> <li>• Development:</li> </ul>

9	Changes Classification	<p>Klasifikasi User ID, dicentang berdasarkan kebutuhan</p> <ul style="list-style-type: none"> <li>• New User ID: Untuk request User ID baru</li> </ul> <p>Catatan :</p> <ul style="list-style-type: none"> <li>◦ Karyawan Baru: User mengisi form dengan benar, lalu mengirimkan email ditujukan ke <a href="mailto:hr.recruitment@erajaya.com">hr.recruitment@erajaya.com</a> selanjutnya HR yang akan issue ticketing ke IT.</li> <li>◦ Karyawan existing: User mengisi form dengan benar, lalu mengirimkan email ditujukan ke <a href="mailto:hr.database@erajaya.com">hr.database@erajaya.com</a>, selanjutnya HR yang akan issue ticketing ke IT.</li> <li>◦ Bila karyawan yang sudah memiliki hak akses ke system dan sifatnya responsibility/Business Unit/Warehouse langsung issued ke system ticketing seperti selama ini sudah berjalan dengan melampirkan screen capture My Superior pada HRIS atau My Subordinate pada HRIS atau tanda tangan basah oleh HR atau Email Approval by HR.</li> </ul> <ul style="list-style-type: none"> <li>• Change Authorization: Untuk request masalah authorization jika sudah memiliki User ID</li> <li>• Delete/ Inactive User ID: Untuk request User ID di non active kan</li> </ul>
10	Valid Until	Masa berlaku User ID
11	Reason for Access & Purpose	Alasan kebutuhan akses sistem dan tujuan akses

12	System Name	Nama system, dicentang berdasarkan kebutuhan
13	Role	Jabatan
14	Vertical/Group Function	Diisi berdasarkan asal Group Function karyawan
15	Signature & Date	Tanda tangan pribadi dan tanggal form dibuat/diisi
16	Aplicants Manager	Tanda tangan manager pengisi form
17	Human Capital/Resources	Tanda tangan HC atau HR
18	Full Name	Nama lengkap sesuai KTP

Revision #6  
Created Thu, Jul 6, 2023 7:26 AM by [Aga pratama. Ridwan](#)  
Updated Tue, Jul 16, 2024 3:04 AM by [Sisly Destri Agustin](#)