

User Application Form ERM

Anda dapat mengunduh file formulir yang diperlukan untuk User Application Form ERM melalui tautan berikut.

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

Berikut Contoh Pengisian pada User Application Form :

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

Server Environment *

☐ Production **8**

Changes Classification *

9 ☐ New User ID **10** ☐ Change Authorization **11** ☐ Inactive User ID **12** ☐ Reactive User ID

Valid Until : _____

Reason for access & Purpose *

13

Group *	Store *
14	15

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.

Signature : _____ **16**

Date : _____

Applicant's Manager *	Human Capital/Resources *
17	18
Name : 19 Date :	Name : 20 Date :

)* Mandatory

Attachment from Login Form ERM

NIK	Full Name	Email (name@erajaya.com)	Telephone (WA)	Group	Store
21					
		23		25	
	22		24		26

No	Field	Description
1	First Name	Nama depan sesuai KTP
2	Last Name	Nama belakang sesuai KTP
3	Department	Divisi karyawan yang request
4	Employee Number (NIK)	NIK (Nomor Induk Karyawan)
5	Company & Location	Kantor dan lokasi karyawan
6	Email (Erajaya)	Email harus email corporate. Apabila belum ada, dapat diisi email corporate atasannya agar New User Login (User ID dan password) dapat dikonfirmasi ke atasannya
7	Telephone (WA)	Nomor telephone karyawan
8	Production Environment	System aplikasi LIVE
9	Changes classification -> New User ID	Dicentang apabila ingin request User ID baru
		note :
		a. Karyawan baru : User mengisi lengkap form, lalu mengirimkan email ditujukan ke hr.recruitment@erajaya.com, selanjutnya HR yang akan issue ticketing ke IT.
		b. Karyawan existing : User mengisi lengkap form, lalu mengirimkan email ditujukan ke hr.database@erajaya.com, selanjutnya HR yang akan issue ticketing ke IT.

10	Changes classification -> Change Authorization	Dicentang apabila karyawan yang sudah ada hak akses ke system ingin menambahkan responsibility/otorisasi langsung issued ke system ticketing.
11	Changes classification -> Inactive User ID	Dicentang apabila karyawan ingin inactive user ID dari system.
12	Changes classification -> Reactive User ID	Dicentang apabila karyawan ingin Reactive user ID dari system.
13	Reason for access & Purpose	Isi alasan dan tujuan request akses
14	Group	Isi sesuai dengan Divisi dan kebutuhan
15	Store	Isi sesuai nama store
16	Signature & Date	Tanda tangan pemohon dan tanggal form dibuat
17	Applicant's Manager	Tanda tangan manager Note : Apabila tidak memungkinkan dengan tanda tangan basah bisa dengan approval by email (yang perlu diperhatikan adalah hal yang direquest dan disapproval terlihat jelas)
18	Human Capital/Resources	Tanda tangan HR
19	Name & Date (Applicant's Manager)	Nama manager dan tanggal approve dari manager
20	Name & Date (Human Capital/Resources)	Nama HR dan tanggal approve dari HR
21	NIK	NIK (Nomor Induk Karyawan) yang akan diproses
22	Full Name	Isi nama lengkap karyawan yang akan diproses
23	Email (name@erajaya.com)	Isi email corporate karyawan yang akan diproses
24	Telephone (WA)	Isi nomor telephone karyawan
25	Group	Isi nama Group yang akan di assign karyawan yang ingin diproses
26	Store	Isi nama Store yang akan di assign karyawan yang ingin diproses

Revision #4

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